FOR DOS

CENTRAL POINT

COMMUTE™

Remote Computing and File Transfer

- Modem, Novell LAN, Direct Connections
- Fast File Transfer with Data Compression
- Remote Operation of Window Applications
- Remote Mouse Support
- Convenient Call List for Fast Connections
- Access to Local PC During Session
- Chat Mode for Two-Way Communication
- Gateway LAN Connections
- Scheduler and Auto-Call
- Password Protection and Call Back

FROM THE MAKERS OF PC TOOLS.™

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CENTRAL POINT
COMMUTE

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About Central Point Commute

Central Point Commute is a communications program that lets you run another computer by remote control. Connecting two computers using modems, or a Novell LAN (local area network), or a null-modem cable, you can access your office PC or LAN from anywhere, anytime.

Use Commute to:

- **Work at home.** From your home computer, you can connect to your office computer by modem, giving you access to your files, printer, or network server as if you were there.
- **Work on the road.** If you are using a laptop away from your office, you can download files you may have forgotten, check your E-mail, or run an application remotely.
- **Transfer files easily.** On a LAN, transfer files directly to another PC without having to use the server as an intermediate step. With a modem, you don't have to worry about details like parity and stop bits—Commute takes care of all that.
- **Collaborate on a project.** Since both keyboards are normally active during a Commute session, you and a person at another PC can take turns typing in a spreadsheet, editing a document, or adjusting a graphic.
- **Transfer files automatically.** With a simple script, you can set up a session to make a call, run DOS commands, and transfer files between PCs. The script can be run unattended at a time you specify—for example, during off-peak hours to cut phone costs.
- **Operate Windows remotely.** Run Windows applications remotely over a Novell network or modem and maintain full remote mouse support.
- **Support end users.** You can take control of a customer's PC, diagnose, and solve problems, without leaving your desk, via Novell LAN or modem.
- **Train PC users.** You can instruct someone at another PC during a Commute session. Because you both see the same screen, you can follow what they do, and they can follow what you do. Use the Chat feature for two-way communication.

Part 1

Quick Start

This part of the manual will guide you through the basic steps required to use Central Point Commute. If you haven't installed Commute yet, or if you need help using menus, dialog boxes, and windows, read the *Getting Started* manual.

In *Quick Start* you will learn how to configure Central Point Commute, make a call, control another PC, transfer files, and end a session—the basic tasks you perform with Commute. More detailed instructions and explanations of additional features are provided in later chapters.

1. Quick Start

This chapter guides you through a sample Commute session and provides an overview of the basic tasks you can perform with Commute.

Two examples of Commute sessions are used in this chapter, one with a LAN connection, the other with a modem connection.

For more information:

- For help installing Commute and using the windows, menus, and dialog boxes, go to the *Getting Started* manual.
- Commute command-line options are in chapter 11, *Command-Line Options*.

Take Control vs. Give Control

Commute allows one computer to take control of another computer in order to run programs on the computer and transfer files between the two computers. It's like running the other computer by remote control.

When you ***take*** control of another PC, your screen shows whatever is on the other PC's screen, and your keyboard and mouse control the other PC as if you were there. When you ***give*** control of your PC to another PC, the other user controls your PC as if he or she were sitting at the keyboard with you.

Connecting the Two PCs

Before starting Commute, first decide how the two computers will communicate with each other: by modem, by Novell NetWare LAN (local area network), or by a null-modem cable.

❑ **To use a LAN connection:**

- Log into the LAN from each PC before starting Commute.

❑ **To use a modem connection:**

1. Install a modem on each PC, following the instructions in your modem manual.

   Make sure the modem is connected to the phone line and to a serial port (COM port) on each computer.

2. Turn on the modem's power.

❑ **To use a direct connection:**

- Connect the serial ports of the two computers with a null-modem cable.

Configuring Commute

These procedures assume that Commute is already installed on the two PCs that you want to connect in a Commute session. For help on installation, see the *Getting Started* manual.

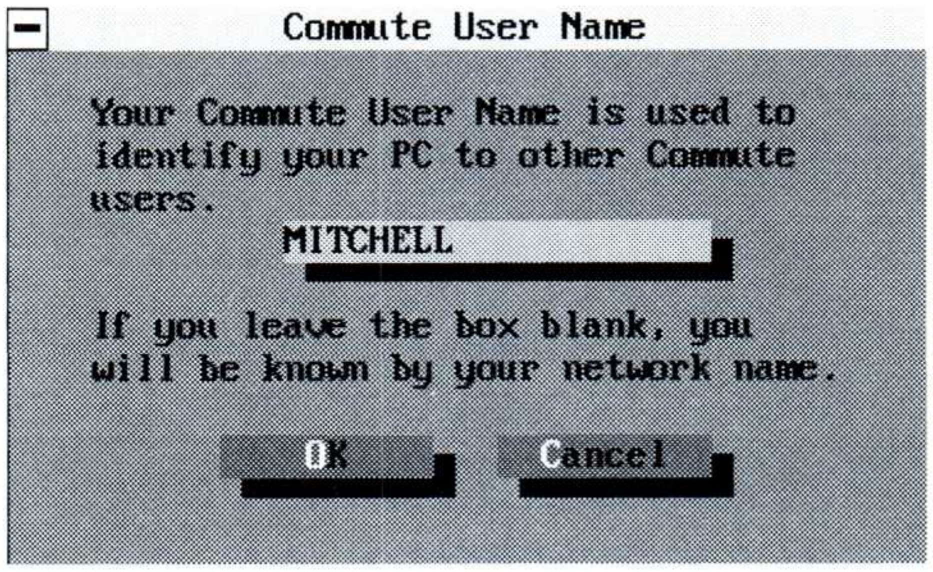
❑ **To start Commute:**

1. From DOS, type

   `COMMUTE` Enter

   Press F1 for online help at any time.

   When you start Commute for the first time, you'll be asked for some configuration information. First, the Commute User Name dialog box appears.


Commute User Name

Your Commute User Name is used to identify your PC to other Commute users.

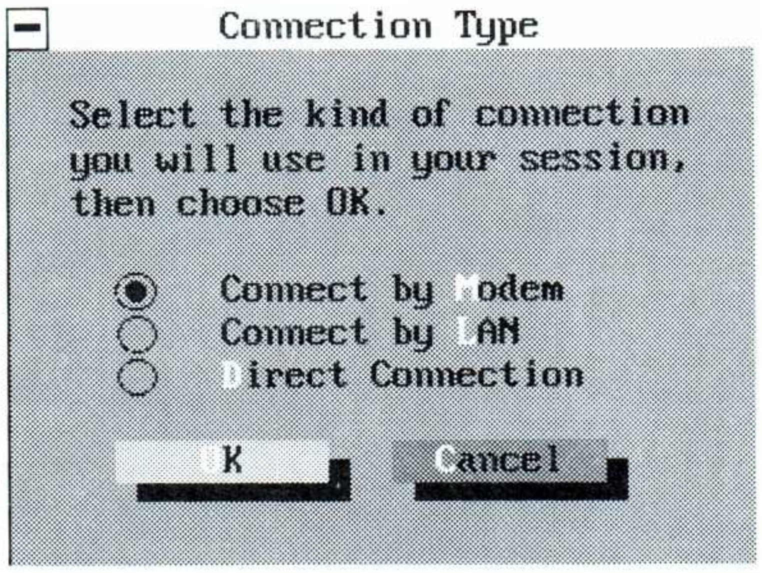
MITCHELL

If you leave the box blank, you will be known by your network name.

2. Enter a Commute user name, then choose **OK**.

   Your Commute user name identifies you to other Commute users. If you're logged into the LAN, your login name appears as the default. You can use that name or change it.

   The Connection Type dialog box appears.



Connection Type

Select the kind of connection you will use in your session, then choose OK.

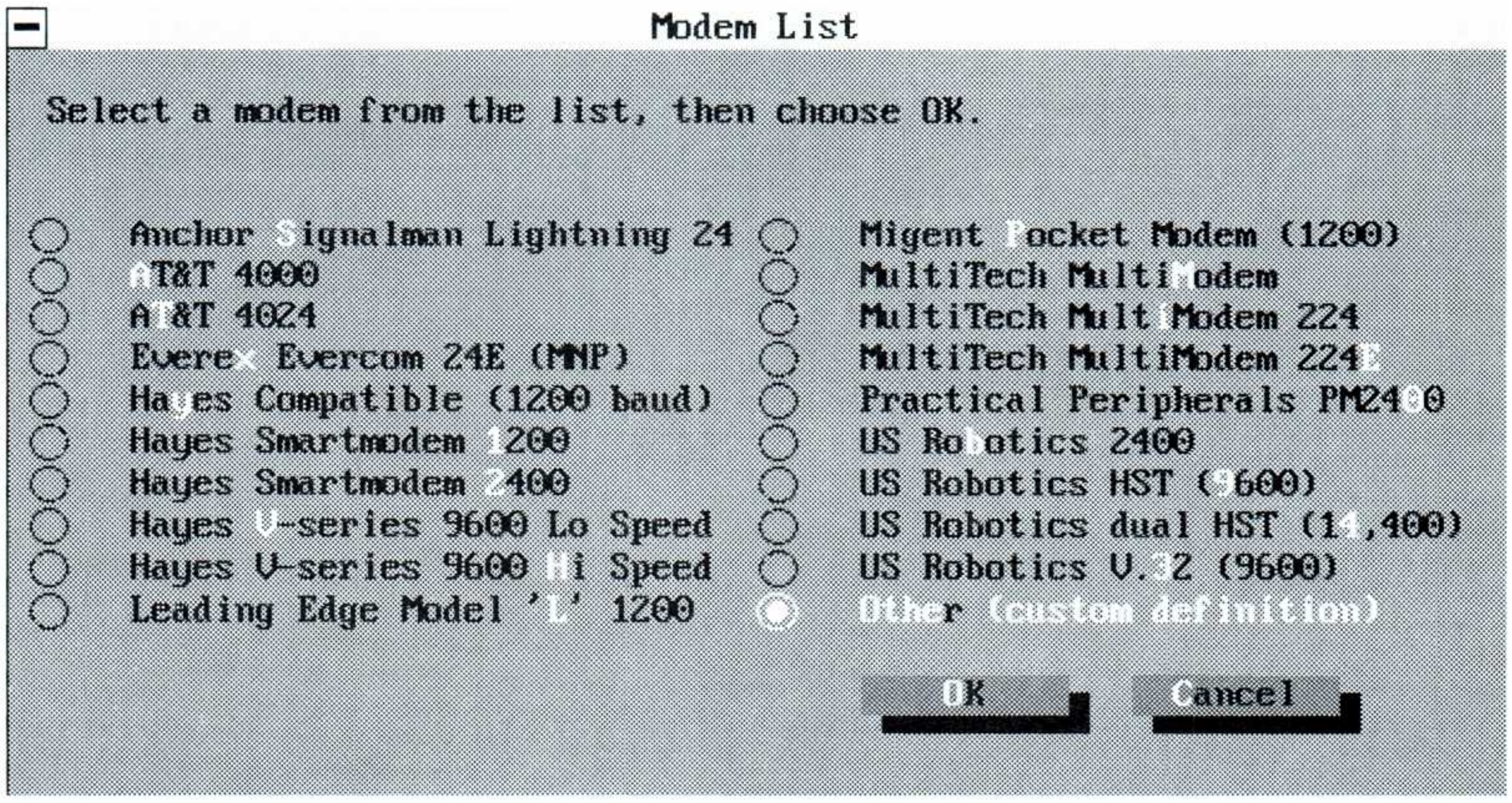
● Connect by Modem
○ Connect by LAN
○ Direct Connection

3. Select the type of connection you'll use most often, then choose **OK**.

   No matter what you select, you can change the connection type later. If you select Connect by LAN, your configuration is complete and you can go to the next section in this chapter.

   If you select Direct Connection, the COM Port dialog box appears (go to step 5).

   If you select Connect by Modem, the Modem List dialog box appears.



Modem List

Select a modem from the list, then choose OK.

○ Anchor Signalman Lightning 24
○ AT&T 4000
○ AT&T 4024
○ Everex Evercom 24E (MNP)
○ Hayes Compatible (1200 baud)
○ Hayes Smartmodem 1200
○ Hayes Smartmodem 2400
○ Hayes V-series 9600 Lo Speed
○ Hayes V-series 9600 Hi Speed
○ Leading Edge Model 'L' 1200
○ Migent Pocket Modem (1200)
○ MultiTech MultiModem
○ MultiTech MultiModem 224
○ MultiTech MultiModem 224E
○ Practical Peripherals PM2400
○ US Robotics 2400
○ US Robotics HST (9600)
○ US Robotics dual HST (14,400)
○ US Robotics V.32 (9600)
● Other (custom definition)

4. Select the type of modem you are using, then choose **OK**.

   If the brand name of your modem isn't listed, select the Hayes or Hayes-compatible option that has your modem's speed.

   The COM Port dialog box appears.

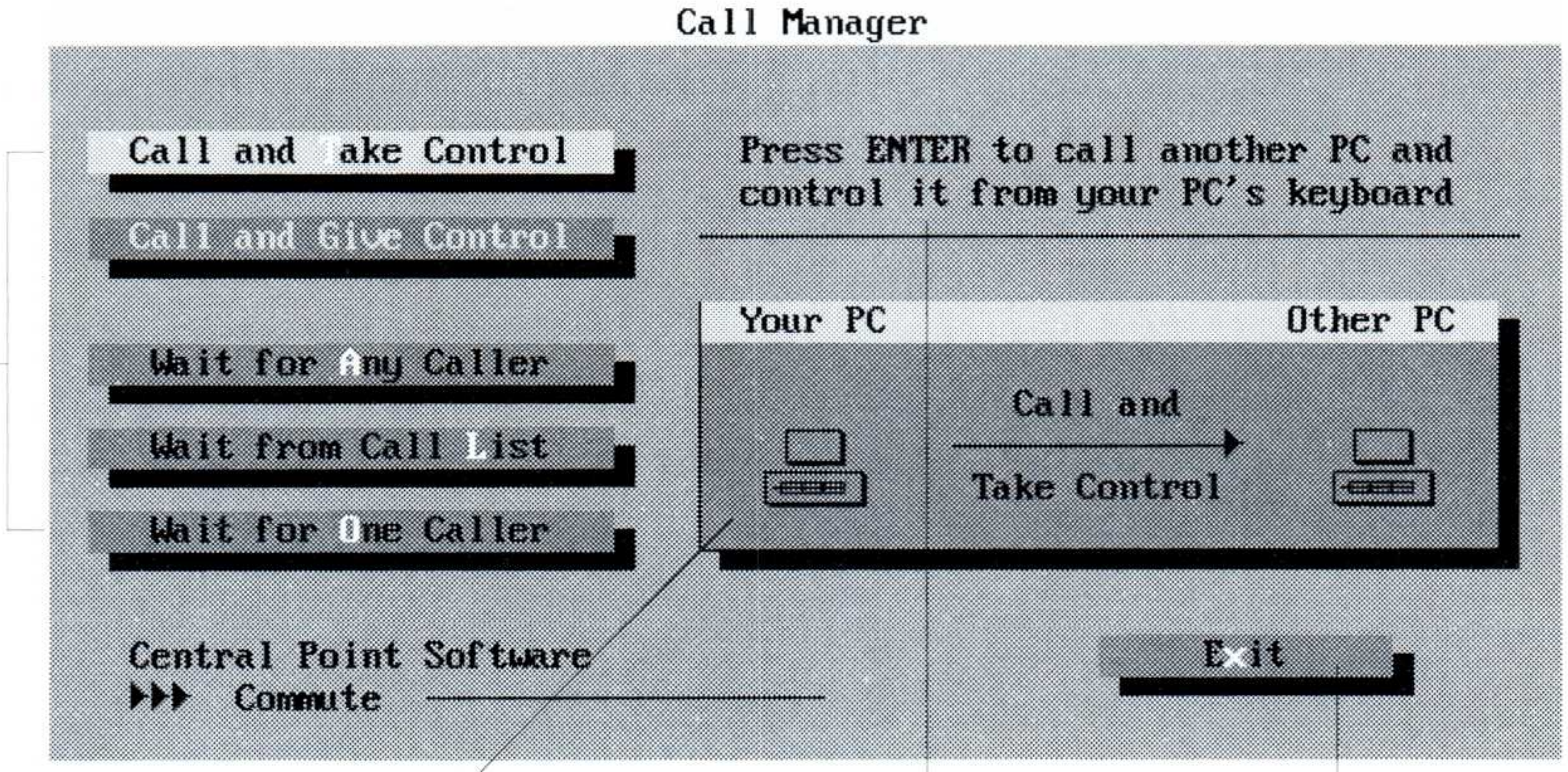
5. Select the COM port your modem (or null-modem cable) is attached to, then choose **OK**.

If your modem is attached to COM3 or COM4 and you have a non–PS/2 computer, you must supply the IRQ and base address settings for the COM port. See "Changing the COM Port Setting" in chapter 6, *Setting Commute Options.*

With Commute now configured for your system, the Call Manager window appears.

The Call Manager Window

After configuring Commute, the Call Manager window appears. The picture on the right-hand side of the window illustrates the selected command button. For example, if the **Call and Take Control** button is selected, the illustration shows your PC calling the other PC to take control of it.



Press ENTER to call another PC and control it from your PC's keyboard

Command buttons

Illustration of selected button

Help text

Exit button

Function Keys

The following function keys are available in Commute:

F1	Help	Provides context-sensitive, online help
F3	Exit	Exits Commute
F8	Maximize	Enlarges a list window where applicable
F10	Menu	Selects the menu bar at the top of the screen

A Sample Commute Session with a LAN

The following example shows you how to call and take control of a PC on the network and how to transfer a file from the other PC to your PC. This example assumes you have already configured both PCs (see "Configuring Commute" earlier in this chapter).

Waiting for a Call

First, you need to set up one PC to wait for a call. Commute will be loaded into memory and wait for incoming calls. In our LAN example, have a person at the other PC set up that PC to wait for a call. Then you would call the other PC and take control of it from your PC.

❑ **To wait for a call:**

1. Choose **Wait for Any Caller** from the Call Manager window.

   The Connection Type dialog box appears. The current connection type is what was chosen when you configured Commute (LAN, in this case).

2. Choose **OK**.

   Commute returns to DOS so the PC user can keep working while waiting for a call. Because Commute uses very little memory, the person at the other PC can use that PC as usual—running a word processing program or spreadsheet, for example.

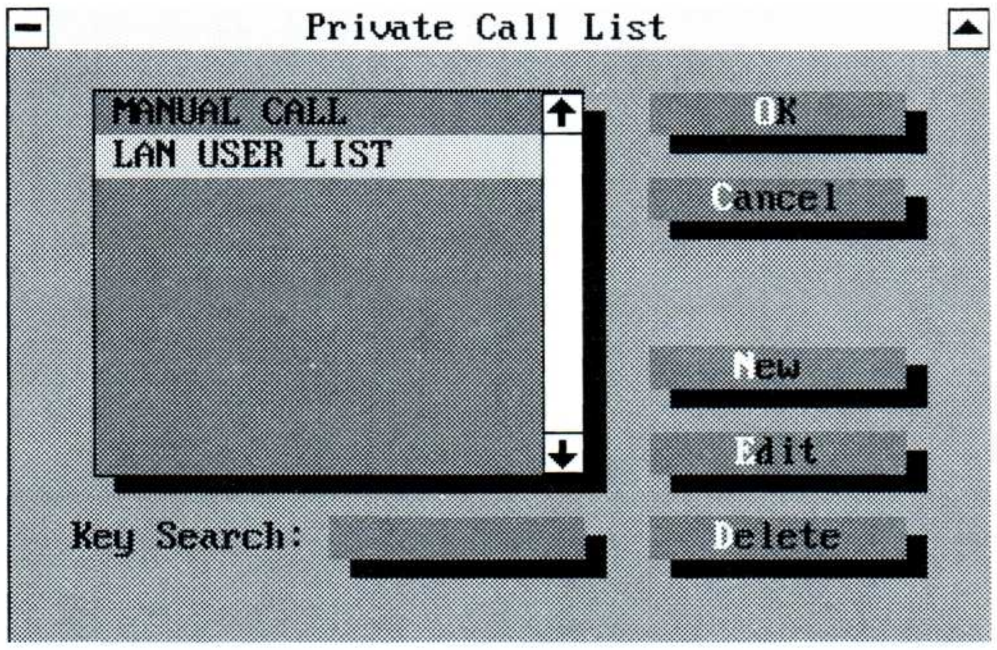
Calling and Taking Control of the Other PC

Now that the other PC is waiting for a call, you can call and take control of it from your PC.

❑ **To take control of the other PC:**

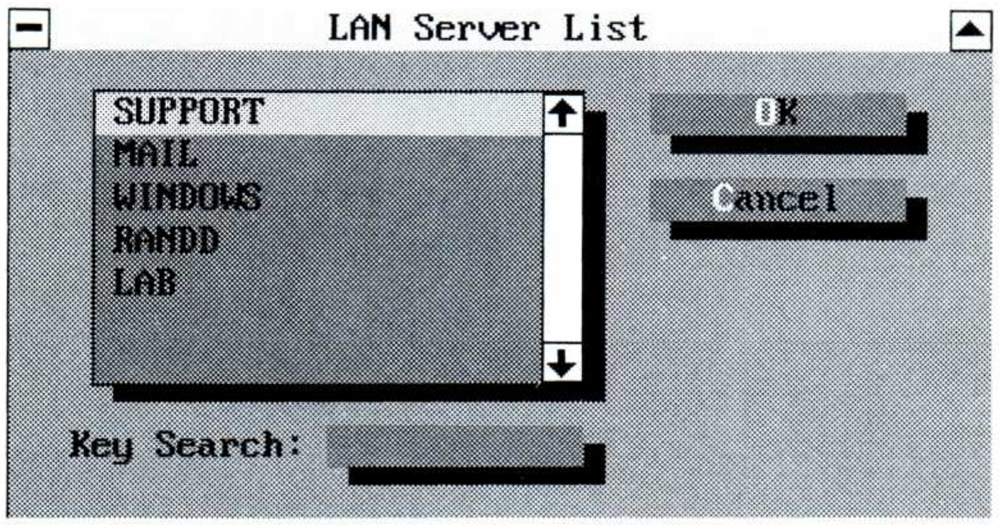
1. Choose **Call and Take Control** from the Call Manager window.

   The Private Call List appears. It holds the information on frequently called PCs, like a phone directory.



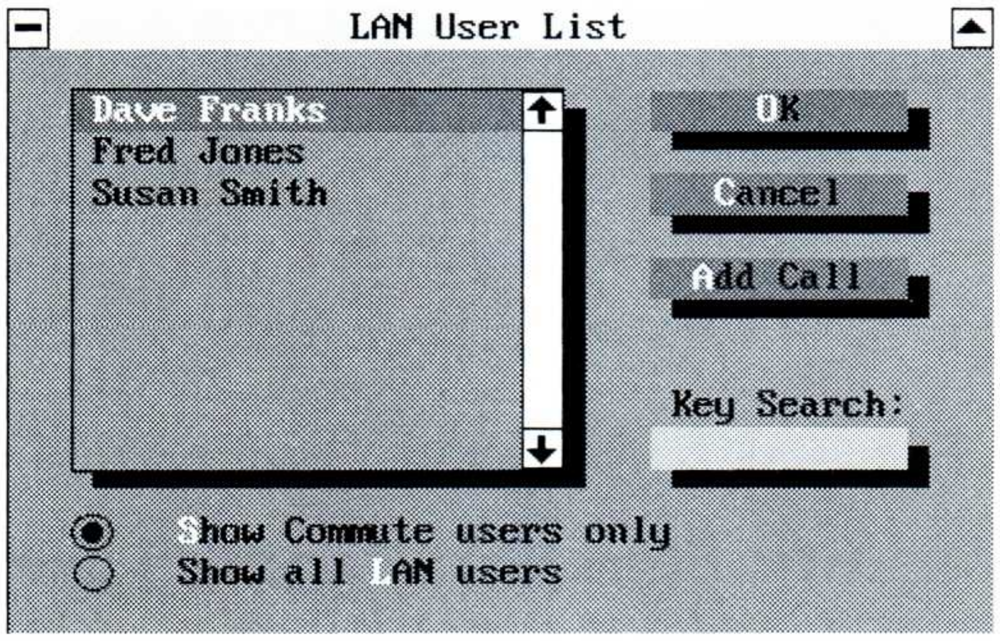
2. Select LAN USER LIST, then choose **OK**.

   The LAN Server List dialog box appears, showing all of the LAN servers currently available to you.



3. Select the LAN server that you want to access from the list, then choose **OK**.

   The LAN User list appears, showing Commute users who are currently logged onto the LAN and waiting for a call. This list displays Commute user names:



● Show Commute users only
○ Show all LAN users

▼ *Note* *You may optionally select* **Show all LAN users** *to see all users who have accounts on this server. Click the Maximize button or press* F8 *to show the network and node addresses of users who are currently logged onto the network.*

4. Select the Commute user you want to call, then choose **OK**.

   Commute calls that PC, and a dialog box shows the status of the connection process. After connecting, your PC shows whatever is on the other PC's screen.

Now that you've taken control of the other PC, all its resources are available to you (drives, printer, etc.), and your keystrokes or mouse actions control the other PC. You can run the other PC's spreadsheet program, for example.

At the other PC, the Scroll Lock light on the keyboard blinks during the Commute session, indicating that the PC is being controlled by another PC.

Using the Session Manager

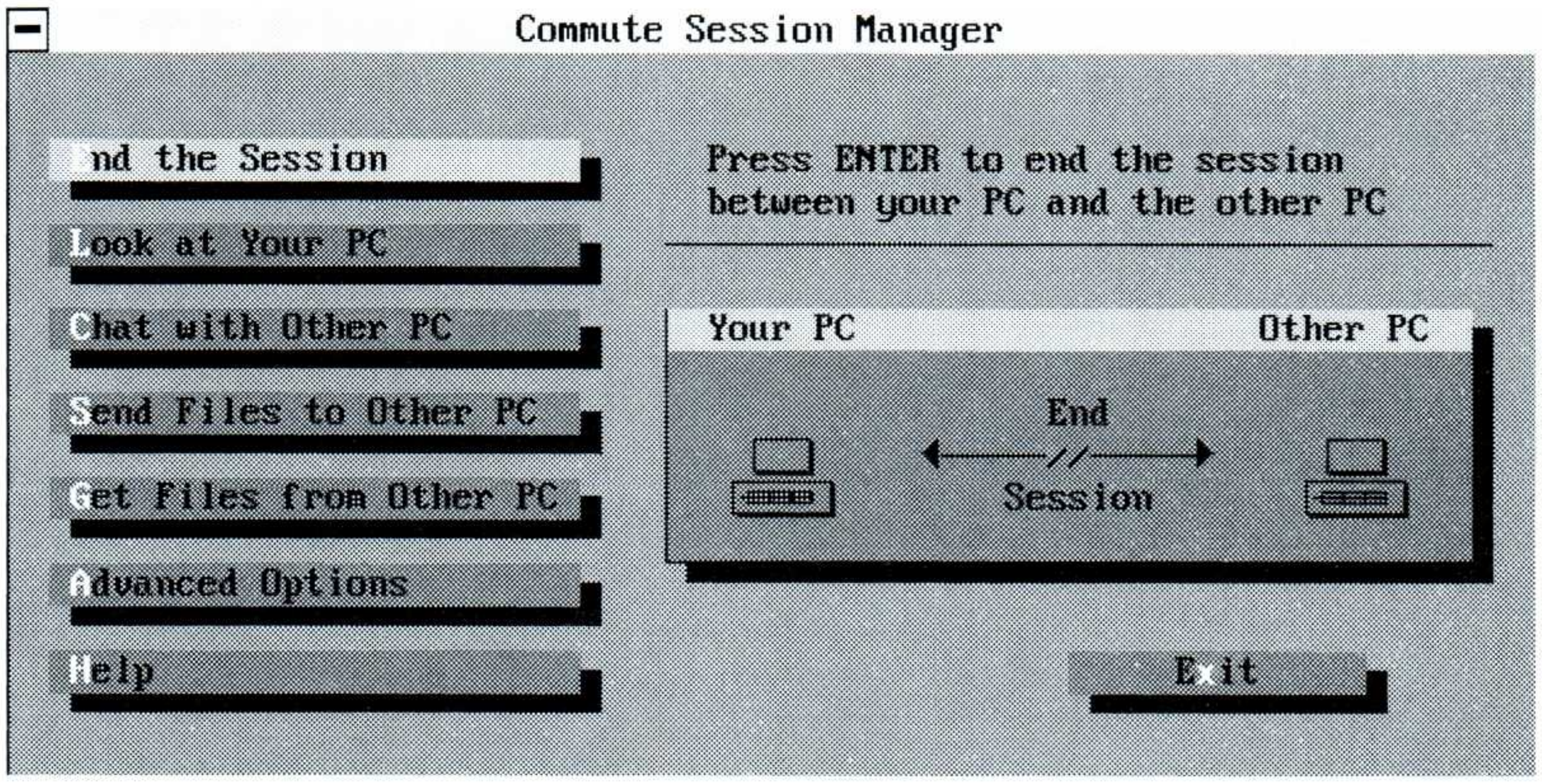
While you're in a Commute session, the Session Manager provides a way of performing operations such as transferring files.

❑ To use the Session Manager:

- Press the hotkey (normally Alt R-Shift).

  Hold down the Alt key while pressing the right-hand Shift key. The Session Manager window appears over what is already on your screen. (If nothing happens, see "Changing the Hotkey" in chapter 5, *Setting Commute Options*.)

- Press F1 for online help at any time.



Press ENTER to end the session between your PC and the other PC

Using Your PC

You can temporarily return to using your PC during a Commute session. For example, you may need to locate a file or run a program.

❑ To look at your own PC:

1. Choose **Look at Your PC** from the Session Manager.

   Now you're back to using your PC and its files. Because the connection is still active, you can return to the Commute session when you're ready.

2. When you want to return to the Commute session, type

   `EXIT` Enter

Your PC once again controls the other PC.

Transferring a File

Suppose the person at the other PC has a file you need. You can transfer the file from the other PC to your PC using the Session Manager.

❑ To transfer a file to your PC:

1. Press Alt R-Shift to see the Session Manager window.
2. Choose **Get Files from Other PC**.

   A dialog box appears with file transfer options.
3. Enter the path and file name of the file(s) that you want to receive from the other PC.

   You can use wildcards (`*` and `?`) to transfer groups of files. For example, enter `C:\TSR\*.COM` to receive all the .COM files in the TSR directory of the PC you're controlling.
4. Enter the path where you want the files to be copied on your PC, then choose **OK**.

   For example, enter `C:\NEW\TSR` to transfer the files to your \NEW\TSR directory. A dialog box shows the progress of the file transfer.

   To use file transfer options, see "File Transfer Options" in chapter 4, *Working in a Commute Session*.

Ending the Session

When you're through transferring files or running programs on the other PC, bring up the Session Manager to break the connection with the other PC and end the session.

❑ To end a session:

1. Press Alt R-Shift to see the Session Manager window.
2. Choose **End the Session** from the Session Manager window.

   Your PC is disconnected from the other PC and the session ends. The other PC continues to wait for calls until someone unloads Commute from memory on that PC. To add security measures, see "Changing Security Settings" in chapter 5, *Setting Commute Options*.

3. Choose **Exit** from the Call Manager or from the File menu to exit to DOS.

☐ **To unload Commute from memory:**

1. At the other PC, press Alt R-Shift to hotkey back into Commute.

   The Call Manager window appears. If a different window appears instead, your PC is still connected and must first be disconnected.

2. Choose **Unload from Memory** from the File menu.

   The PC stops waiting for calls, and Commute is unloaded from memory along with any memory-resident programs loaded after it.

   You can also type `KILL` from the DOS prompt to unload Commute from memory or use the `COMMUTE /U` parameter.

A Sample Commute Session with Modems

The following example shows you how to call and take control of your office PC from home and transfer a file from the office PC to the home PC using a modem connection.

Waiting for a Call

First, you need to set up your office PC to wait for a call. Commute then loads into memory and waits for incoming calls. Then go home, call the office PC, and take control of it from your home PC.

☐ **To wait for a call:**

1. Choose **Wait for Any Caller** from the Call Manager window at the office PC.

   The Connection Type dialog box appears. The current connection type (modem, in this example) is what you chose when you configured Commute.

2. Choose **OK**.

   Commute returns to DOS.

Calling and Taking Control of the Other PC

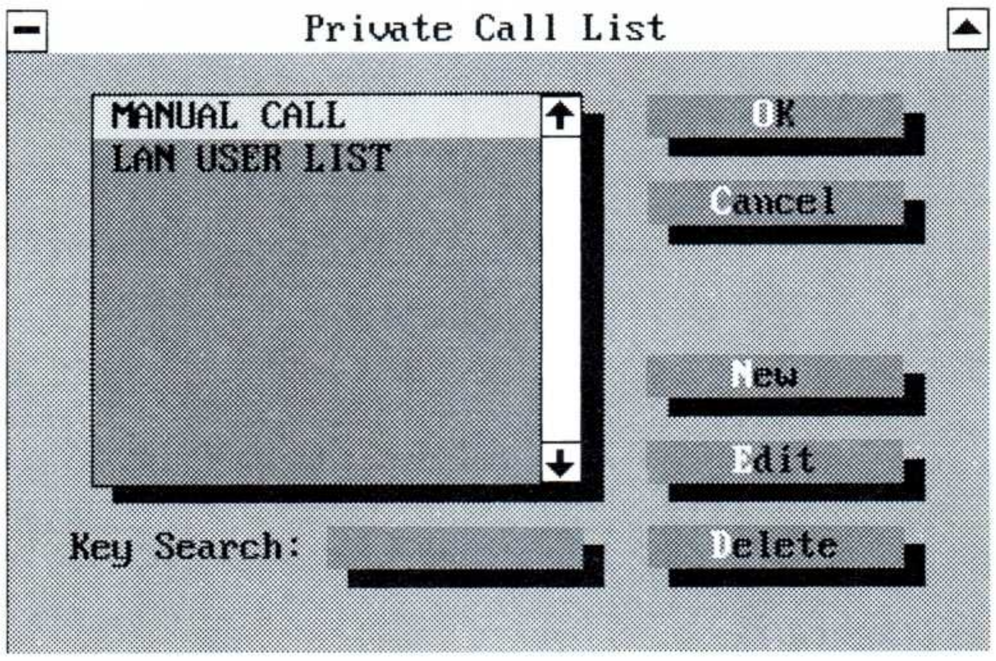
Now that the office PC is waiting for a call, when you go home, you can set up Commute to call and take control of the office PC from your home PC.

❏ To take control of the other PC:

Make sure you configure the home PC in the same way as the office PC (see "Configuring Commute" earlier in this chapter).

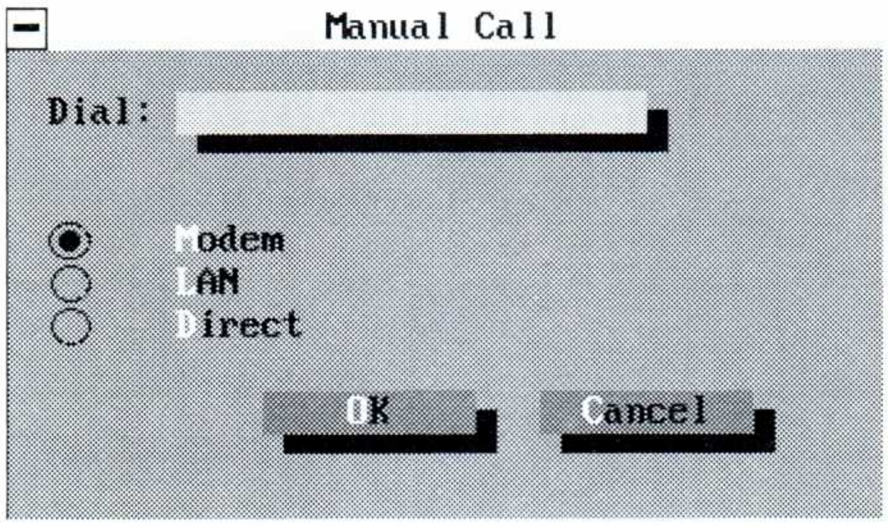
1. Choose **Call and Take Control** from the Call Manager window.

   The Private Call List appears. It holds information on frequently called PCs, like a phone directory.



2. Select MANUAL CALL, then choose **OK**.

   The Manual Call dialog box appears.



3. Enter the phone number of the office PC's modem in the Dial text box.

▼ *Note*

If you dial an extra number to get an outside line, use a comma to pause after it: `9,415-555-0984`*. Hyphens and parentheses are ignored, so include them if you wish.*

4. Select **Modem** for a modem call, then choose **OK**.

   Commute makes the call, and a dialog box shows the status of the connection process. After connecting, your home PC shows whatever is on the office PC's screen.

Now that you've taken control of the office PC, all its resources are available to you (drives, printer, etc.), and your keystrokes or mouse actions control the office PC. You can run the office PC's spreadsheet program, for example.

At the office PC, the Scroll Lock light on the keyboard blinks during the Commute session, indicating that the PC is being controlled by another PC.

Using the Session Manager

While you're in a Commute session, the Session Manager provides a way of performing operations such as transferring files.

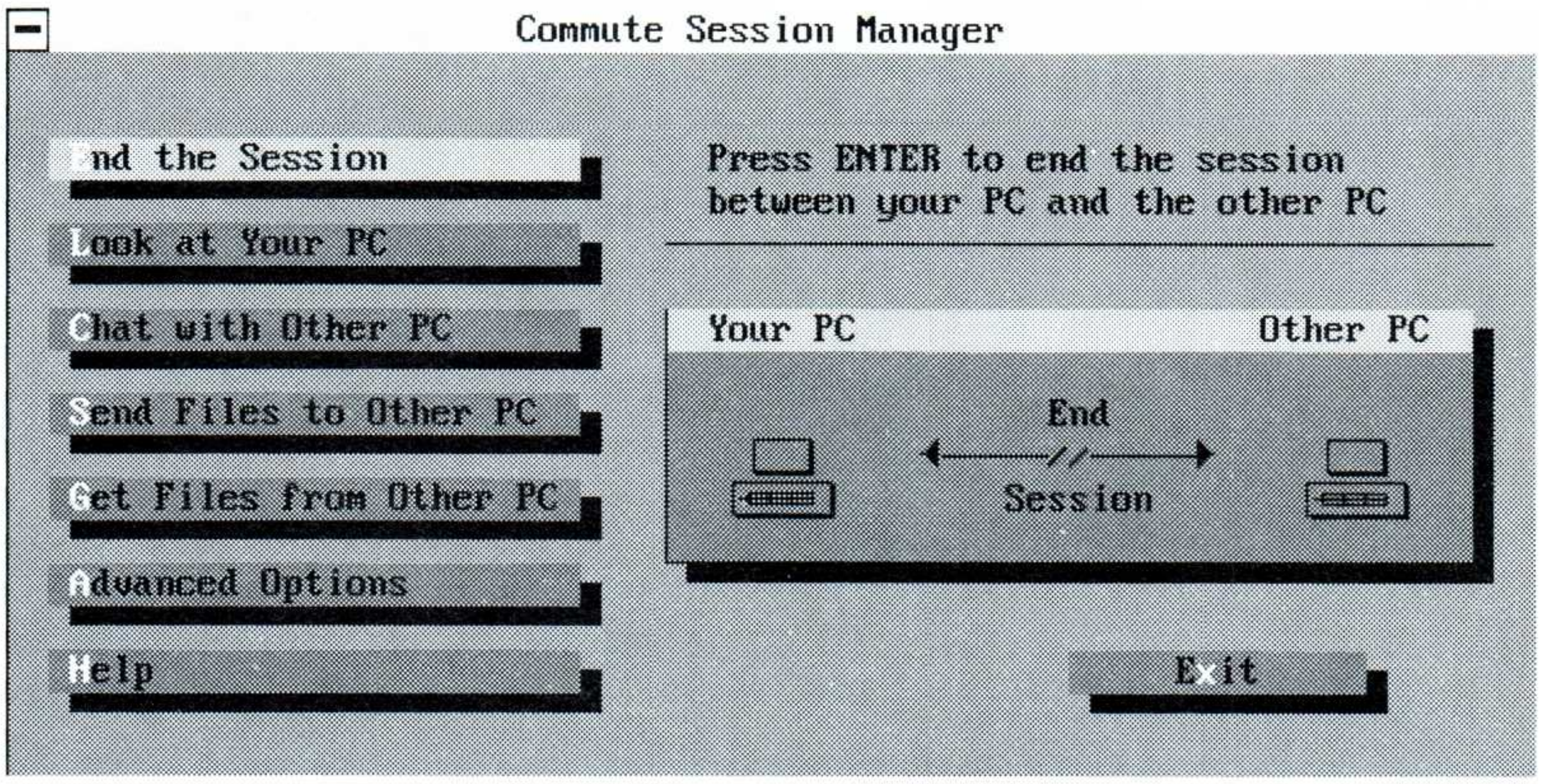
☐ To use the Session Manager:

- Press Alt R-Shift.

  This is the default hotkey combination. Hold down the Alt key while pressing the right-hand Shift key. If nothing happens, see "Changing the Hotkey" in chapter 5, *Setting Commute Options*.

  The Session Manager window appears.

- Press F1 for online help at any time.



Press ENTER to end the session between your PC and the other PC

Using Your PC

You can temporarily return to using your home PC during a Commute session. For example, you may need to locate a file or run a program.

❑ To look at your own PC:

1. Choose **Look at Your PC** from the Session Manager.

   Now you're back to using your home PC and its files. Because the connection is still active, you can return to the Commute session when you're ready.

2. When you want to return to the Commute session, type

   `EXIT` Enter

   Your home PC once again controls the office PC.

Transferring a File

Suppose you forgot to bring home a file you need. You can transfer the file from your office PC to your home PC using the Session Manager.

❑ To transfer a file to your home PC:

1. Press Alt R-Shift to see the Session Manager window.
2. Choose **Get Files from Other PC**.

   A dialog box appears with file transfer options.

3. Enter the path and file name of the file that you want to receive from the office PC.

   You can use wildcards (`*` and `?`) to transfer groups of files. For example, enter `C:\TSR\*.COM` to receive all the .COM files in the TSR directory of the office PC.

4. Enter the path on your home PC where you want the file to be copied to, then choose **OK**.

   For example, enter `C:\NEW\TSR` to transfer the files to your home PC's \NEW\TSR directory. A dialog box shows the progress of the file transfer.

   To use file transfer options, see "File Transfer Options" in chapter 4, *Working in a Commute Session.*

Ending the Session

When you're through transferring files or running programs on the office PC, bring up the Session Manager to break the connection with the office PC and end the session.

❑ To end a session:

1. Press Alt R-Shift to see the Session Manager window.
2. Choose **End the Session** from the Session Manager window.

   Your home PC is disconnected from the office PC and the session ends. The office PC continues to wait for calls until you return to it and unload Commute from memory.
3. Choose **Exit** from the Call Manager or from the File menu to exit to DOS.

❑ To unload Commute from memory:

1. At the office PC, press Alt R-Shift to hotkey back into Commute.

   The Call Manager window appears. If a different window appears instead, your PC is still connected and must first be disconnected.
2. Choose **Unload from Memory** from the File menu.

   The office PC stops waiting for calls, and Commute is unloaded from memory along with any memory-resident programs loaded after it.

   You can also type `KILL` from the DOS prompt to unload Commute from memory or use the `COMMUTE /U` parameter.

For More Information...

For more detailed descriptions of how to start a session and what you can do during a session, see part 2 of this manual, *Using Commute*.

Part 2

Using Commute

These reference chapters explain how to start a Commute session, how to use call lists to keep track of the other PCs that you work with, and what you can do during a session using the Session Manager.

Read the *Getting Started* manual and part 1 of this manual, *Quick Start*, for help on using Commute for the first time.

Part 2 contains these chapters:

- *Waiting for a Call*
- *Calling Another PC*
- *Working in a Commute Session*

2. Waiting for a Call

In order for other PC users to take control of your PC with Commute, you must give them permission. You give other PC users permission by choosing to wait for call and optionally requiring a password. When they call your PC, a Commute session can begin.

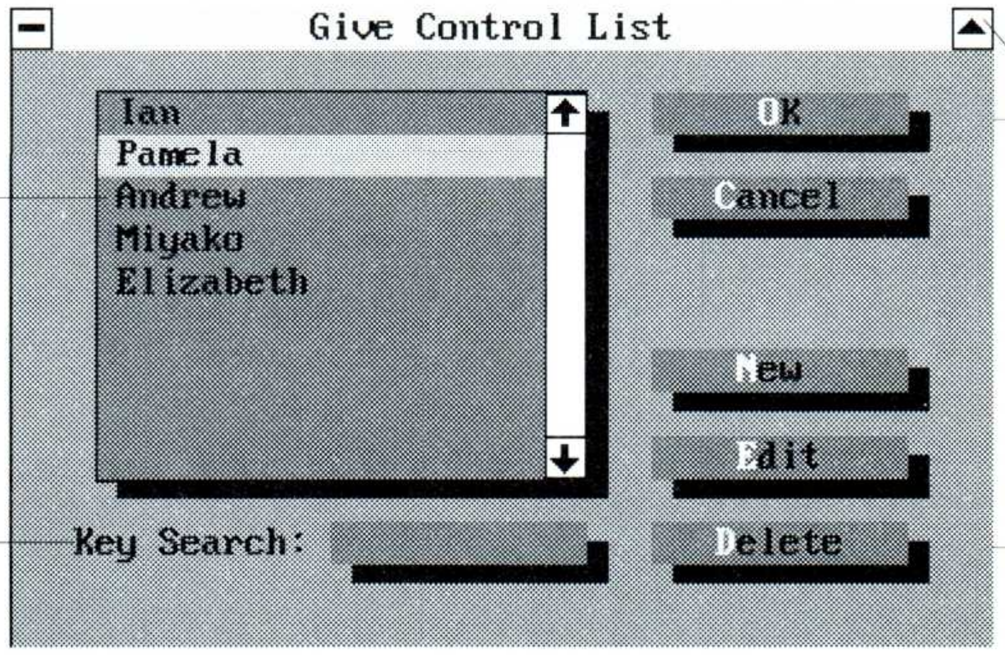
Using the Give Control List

If you went through the *Quick Start* chapter, you learned that you can accept a call from any PC by choosing **Wait for Any Caller**. By using the Give Control list, you can limit access to your PC to specific Commute users with specific passwords.

❑ To open the Give Control list:

- Choose **Give Control List** from the File menu.

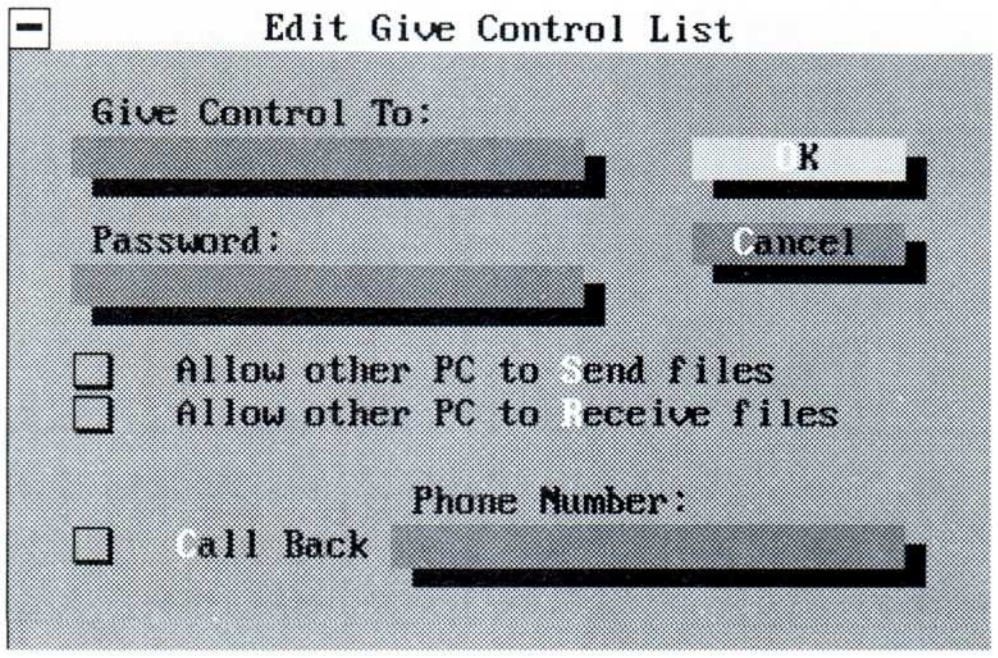
  The Give Control list appears. With this window open, you can add, delete, or edit entries in the list. You can see more details by pressing F8 or clicking the Maximize button in the upper-right corner of the window.



❑ To add an entry:

1. Choose **New**.

   The Edit Give Control List dialog box appears.



2. Enter information about the Commute user you want to give control to.

Give Control to: Enter the Commute user name of the user you want to give control of your PC to. The Commute user name can be seen by starting Commute and choosing Commute User Name from the Configure menu on that PC.

Password: If you want to require a password, type the password that the other user must enter to take control of your PC.

▼ *Note*

This password overrides the default password specified in the Security Settings dialog box.

Allow other PC to Send Files: If this option is selected, the controlling PC can send files to your PC during a session.

Allow other PC to Receive Files: If this option is selected, the controlling PC can receive files from your PC during a session.

Call Back: If this option is selected, you can make sure you have the right caller, if you're using a modem. When the user calls, Commute hangs up and immediately calls back, using the Call Back Number in this entry. This option provides extra security for your PC and lets you control who pays for a long-distance call. When you use Call Back, you pay for the call.

Phone Number: If the Call Back option is selected, enter the other PC's phone number here.

These settings are individual security features that can be set separately for each entry in the Give Control list. For example, you may want to give file transfer privileges to some users but not to others. There are also general security settings, which are explained in "Changing Security Settings" in chapter 5, *Setting Commute Options*.

3. Choose **OK**.

❑ **To edit an entry:**

1. Select the entry you want to edit.

   To quickly select an entry, type the first few letters of the name. The letters appear in the Key Search box as they match an entry in the list.

2. Choose **Edit**.
3. Change the information about that user.
4. Choose **OK**.

❑ **To delete an entry:**

1. Select the entry you want to delete.
2. Choose **Delete**.

   The selected entry is deleted from the list.

Waiting for a Call

Before anyone calls, you need to load Commute memory-resident and tell your computer to wait for a call. Commute does this with the Wait for a Call commands.

You can be as specific as you want about who can call: you can have Commute accept a call from any PC, from any PC in your Give Control list, or from a single PC in your Give Control list.

❑ **To wait for a call from any Commute user:**

1. Choose **Wait for Any Caller**.

   The Connection Type dialog box appears. Your current connection type setting is already selected.

2. Select the type of connection you're using, then choose **OK**.

   Commute is loaded into memory to wait for a call and returns to DOS so you can use your PC while you're waiting. Commute will accept a call from anyone who calls in. The other caller needs to know your phone number (using a modem) or your Commute user name (on a LAN) and, optionally, your default password.

❖ *Tip*

You can have your PC always waiting for any call by adding this line to your AUTOEXEC.BAT file:

```
COMMUTE /R
```

Whenever you reboot your computer (turn it on or restart it), Commute is loaded into memory as if you had chosen **Wait for Any Caller**.

❑ To wait for a call from any user in your Give Control list:

1. Choose **Wait from Call List**.

   The Connection Type dialog box appears. Your current connection type setting is already selected.

2. Select the type of connection you're using, then choose **OK**.

   Commute is loaded into memory and returns to DOS so you can use your PC while you're waiting. Commute accepts a call from anyone in your Give Control list.

❖ ***Tip***

You can have your PC always waiting for a call from users on your Give Control list by adding this line to your AUTOEXEC.BAT file:

```
COMMUTE /RL
```

Whenever you reboot your computer (turn it on or restart it), Commute is loaded into memory as if you had chosen **Wait from Call List** *in the Call Manager.*

❑ To wait for a call from a single user in your Give Control list:

1. Choose **Wait for One Caller**.

   The Give Control List appears.

2. Select an entry in the list, then choose **OK**.

   The Connection Type dialog box appears. Your current connection type setting is already selected.

3. Select the type of connection you're using, then choose **OK**.

   Commute is loaded into memory and returns to DOS so you can use your PC while you're waiting. Commute will accept a call only from the PC you selected.

Ignoring Calls

When you don't want anyone to take control of your PC, you can ignore calls temporarily, or you can stop waiting for a call by unloading Commute from memory.

☐ To ignore all calls while staying memory-resident:

1. Press the hotkey (normally Alt R-Shift) if you're not already in Commute.
2. Choose **Ignore All Calls** from the File menu.

   A checkmark appears next to the command. As long as Ignore All Calls is selected, Commute rejects all calls. Because Commute is still in memory, you can hotkey in at any time and deselect this option to wait for a caller again.

   This command is unavailable if Commute is not memory-resident, waiting for a call.

☐ To stop waiting for a call:

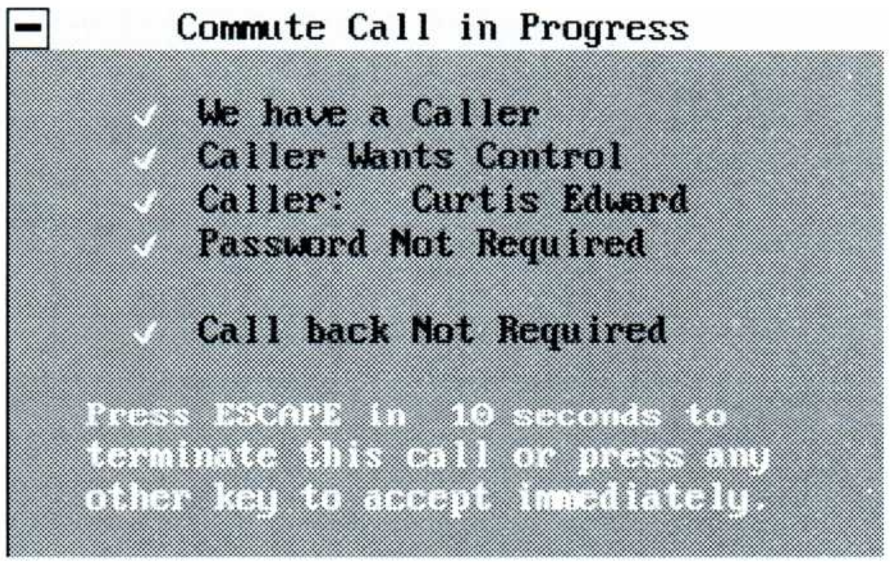
1. Press the hotkey (normally Alt R-Shift) if you're not in Commute.
2. Choose **Unload from Memory** from the File menu.

   Your PC stops waiting for a call and Commute is unloaded from memory, along with any other memory-resident programs loaded after Commute. The KILL.EXE program in PC Tools Version 7 also unloads Commute from memory.

   This command is unavailable if Commute is not memory-resident, waiting for a call.

Answering a Call

When someone calls in to take control of your PC, the Call in Progress dialog box appears over the top of whatever you are doing. For example, if you are working on a spreadsheet in Lotus 1-2-3, this dialog box appears over the spreadsheet to let you know who is calling. After you have accepted the call, you are returned to the state your PC was in when the call came.



Commute Call in Progress

✓ We have a Caller
✓ Caller Wants Control
✓ Caller: Curtis Edward
✓ Password Not Required

✓ Call back Not Required

Press ESCAPE in 10 seconds to terminate this call or press any other key to accept immediately.

❑ **To accept a call:**

- Press any key except Esc.

  If you do nothing, after 10 seconds the connection is completed and the other PC takes control of your PC. While your PC is being controlled in a Commute session, the Scroll Lock light on your keyboard blinks.

❑ **To reject a call:**

- Press Esc when the caller is announced.

  You may be in the middle of creating an illustration, for example, and don't want to give up control at the moment. You have 10 seconds to reject the call.

After Giving Control

After you give control of your PC to another PC user, you aren't required to take any action—you can just watch what the other person is doing on your PC. However, there are some things you can do during a session if you want to. During a Commute session, each keyboard and mouse is normally active, allowing you and the other user to both enter commands, for example, or to collaborate on writing a memo. You can also end the session.

▼ *Note*

One thing you shouldn't do during a Commute session with a modem connection is start a program that uses the same COM port. Because Commute uses the COM port when you call by modem, using that port with a different program disconnects you from the other PC.

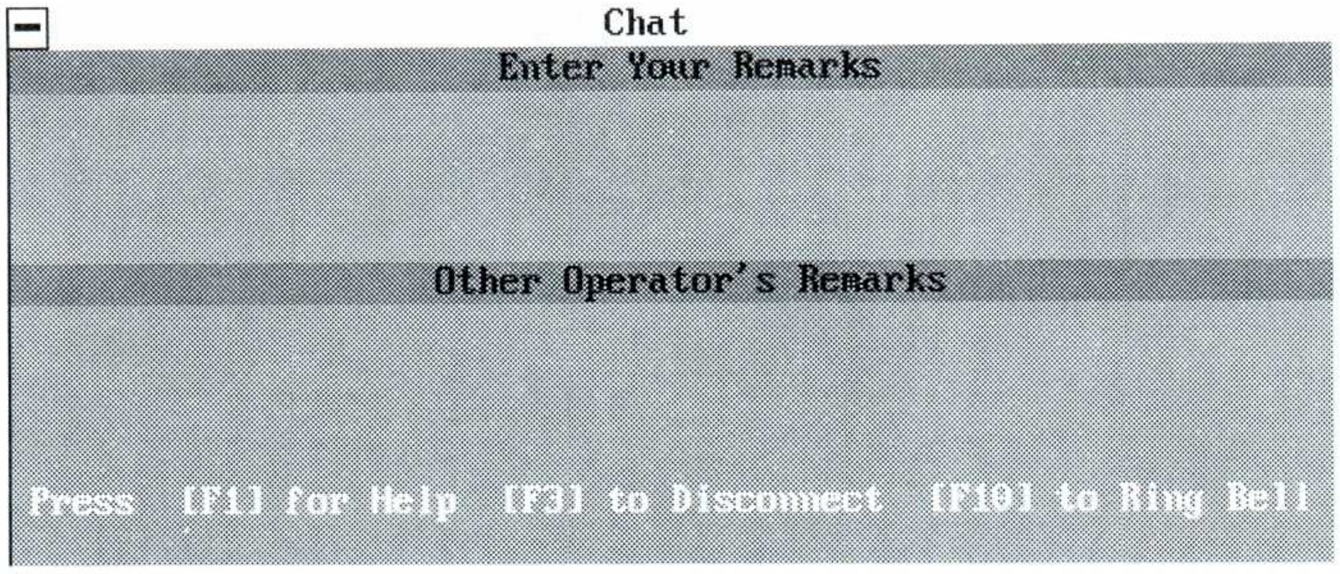
Chatting with the Other PC

When you want to communicate directly with the user who has taken control of your PC, you can use the Chat window to type messages back and forth.

❑ **To chat with the other PC:**

1. Press the hotkey (normally Alt R-Shift).

   The Chat window appears.



Chat

Enter Your Remarks

Other Operator's Remarks

Press [F1] for Help [F3] to Disconnect [F10] to Ring Bell

2. Type your comments.

   They appear immediately on both PC screens.

3. When the conversation is over, close the Chat window (press Esc or click the close box).

   The window closes, returning you to the Commute session.

Ending a Session after Giving Control

Normally, the PC that takes control of your PC ends a session. If you want to end a session after giving control, however, you can do so from the Chat window. When the session ends, the Scroll Lock light on your keyboard stops blinking.

☐ To end a session:

1. Press the hotkey (normally Alt R-Shift).

   The Chat window appears.

2. Press F3.

   The session ends and the other PC is disconnected from your PC. Commute remains in memory, waiting for a call, until you unload it from memory. To unload Commute from memory, see "Waiting for a Call" earlier in this chapter.

3. Calling Another PC

A Commute session always begins by one PC calling another PC that's waiting for a call. This chapter describes how to make a call and set up a Private Call list.

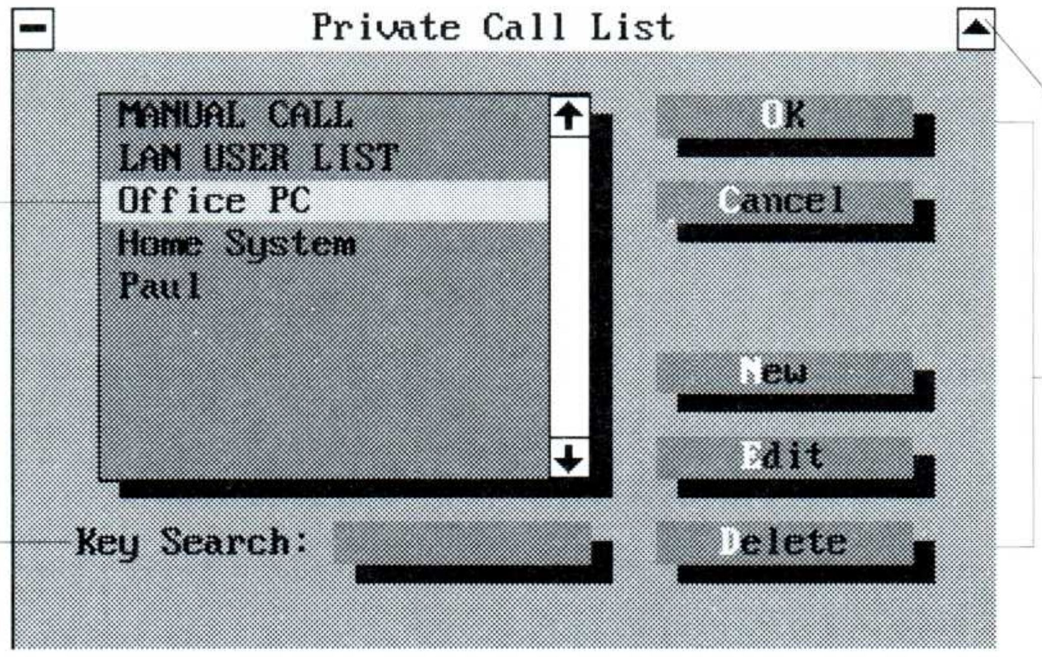
Using the Private Call List

As described in the modem section of the *Quick Start* chapter, you can call another PC directly by selecting MANUAL CALL from the Private Call list. This requires you to enter a phone number or Commute user name each time you call. Because you may be making the same calls repeatedly, it's helpful to keep a call list containing phone numbers and other information for frequently called PCs. The Private Call list is a convenient list of PCs that you can take control of.

❑ To add an entry to the Private Call list:

1. Choose **Private Call List** from the File menu.

   You can also choose **Call and Take Control** from the Call Manager window. The Private Call list appears. You can see more information about each entry by pressing F8 or clicking the Maximize button in the upper-right corner of the window.



Private Call list

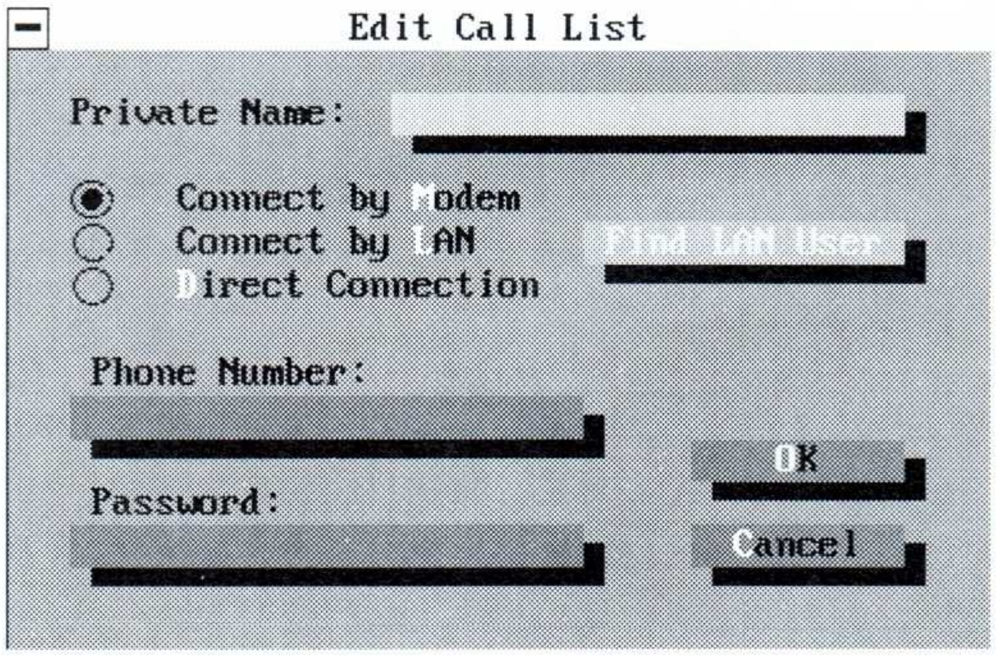
Key Search for quick selection

Maximize button

Command buttons

2. Choose **New**.

   The Edit Call List dialog box appears.



3. Enter information about the PC you want to take control of, then choose **OK**.

   Private Name: Type the name of the user whose PC you'll be taking control of. This is only for your own reference and doesn't have to match anything.

   Connect by . . . : Select the connection type: modem, LAN, or direct connection.

   Phone Number: This label appears when the Connect by Modem option is selected. Enter the phone number of the other PC. If you need to dial a number to get an outside line, use a comma to pause: `9,503-555-1572`. Hyphens and parentheses are ignored, so include them if you wish.

▼ *Note*

Because the phone number is sent directly to the modem, you may include special characters—to specify pulse dial rather than tone dial, for example. See your modem manual for details.

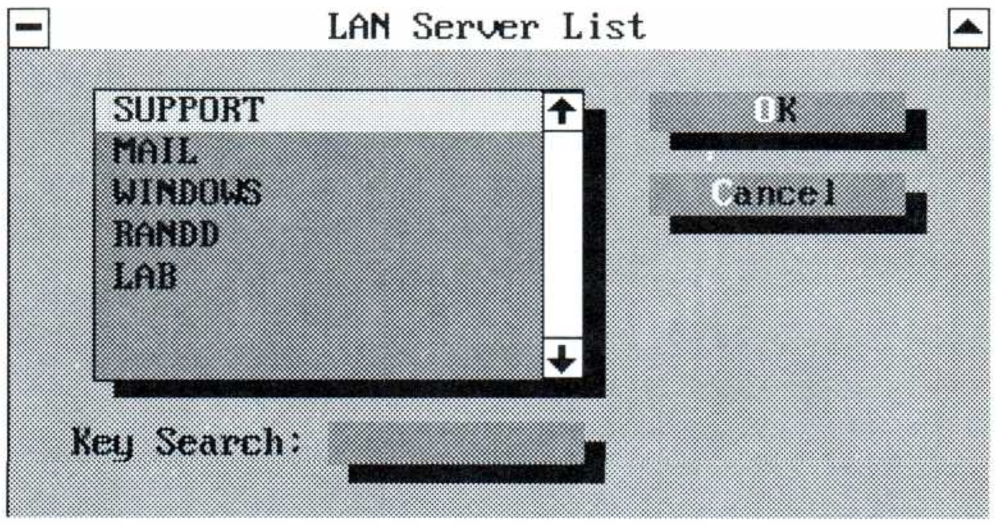
   Commute User Name: This label appears instead of "Phone Number" when the Connect by LAN option is selected. Enter the Commute user name of the PC that you want to call on the LAN. You can call any Commute user on any LAN that you have access to. You can also use the **Find LAN User** command button to locate the PC you want to take control of, if the Connect by LAN option is selected.

   Password: Type the password the other user gives to you. If the other PC doesn't require a password, you can leave this box blank.

   If you are using a modem or direct connection, you can skip to the end of this procedure.

4. Choose **Find LAN User**.

The LAN server list appears, showing all of the LAN servers currently available to you.

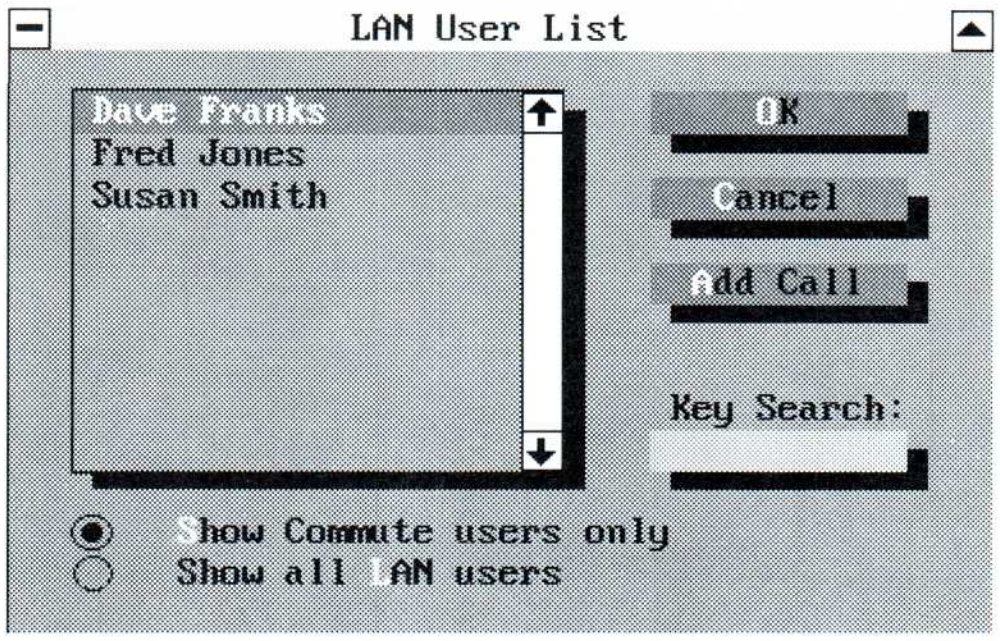


To see additional server information (network number and node address), click the Maximize button or press F8.

To quickly select a server, type the first few letters of a server name. The letters appear in the Key Search box as they match an entry in the list.

5. Select the server in the LAN server list that you want to access, then choose **OK**.

   The LAN User list appears, showing Commute users who are currently logged onto the LAN and waiting for a call. This list displays Commute user names:



● Show Commute users only
○ Show all LAN users

▼ *Note*

You may optionally select **Show all LAN users** *to see all users who have accounts on this server. Click the Maximize button or press* F8 *to show network and node addresses of users who are currently logged onto the network.*

To quickly select a Commute user, type the first few letters of the name. The letters appear in the Key Search box as they match an entry in the list.

▼ *Note*

If you are not currently attached to the server you select, you will be prompted for your login name and password. You will remain logged in only while using the LAN user list.

6. Select a Commute user, then choose **OK**.

   The Edit Call List dialog box reappears. Commute has automatically entered an entry name and the Commute user name. If the Commute user name is NATALIEB, the entry name is "User NATALIEB."

7. Choose **OK** to close the Edit Call List dialog box, then choose **OK** again to close the Private Call list.

❏ **To edit an entry:**

1. Select an entry in the Private Call list.

   To quickly select an entry, type the first few letters of the name. The letters appear in the Key Search box as they match an entry in the list.

2. Choose **Edit**.

   The Edit Call List dialog box appears.

3. Change the information about that user.
4. Choose **OK**.

❏ **To delete an entry:**

1. Open the Private Call list and select an entry.
2. Choose **Delete**.

   The selected entry is deleted from the list.

Making a Call

This section explains how to call and take control of another PC. To use the Call and Give Control command, see chapter 9, *Using the Call and Give Control Feature.*

❏ **To call and take control of another PC:**

1. Make sure the other PC is waiting for a call.

   See chapter 2, *Waiting for a Call.*

2. Start Commute from DOS by typing

   ```
   COMMUTE [Enter]
   ```

   The Call Manager window appears.

3. Choose **Call and Take Control**.

   The Private Call list appears. You can edit the list or select an entry to call.

4. Select an entry from the list, then choose **OK**.

   If you select a user from the list, the Commute Call in Progress dialog box appears (see step 7).

   If you select MANUAL CALL, a dialog box appears. Select a connection type, enter a phone number or Commute user name, and choose **OK** to make the call.

   If you select LAN USER LIST, you can select from a list of Commute users currently waiting for a call on the LAN (see steps 5–7).

5. To see a list of current users on the LAN, select LAN USER LIST, then choose **OK.**

   The LAN server list appears, showing all of the LAN servers currently available to you.

▼ *Note*

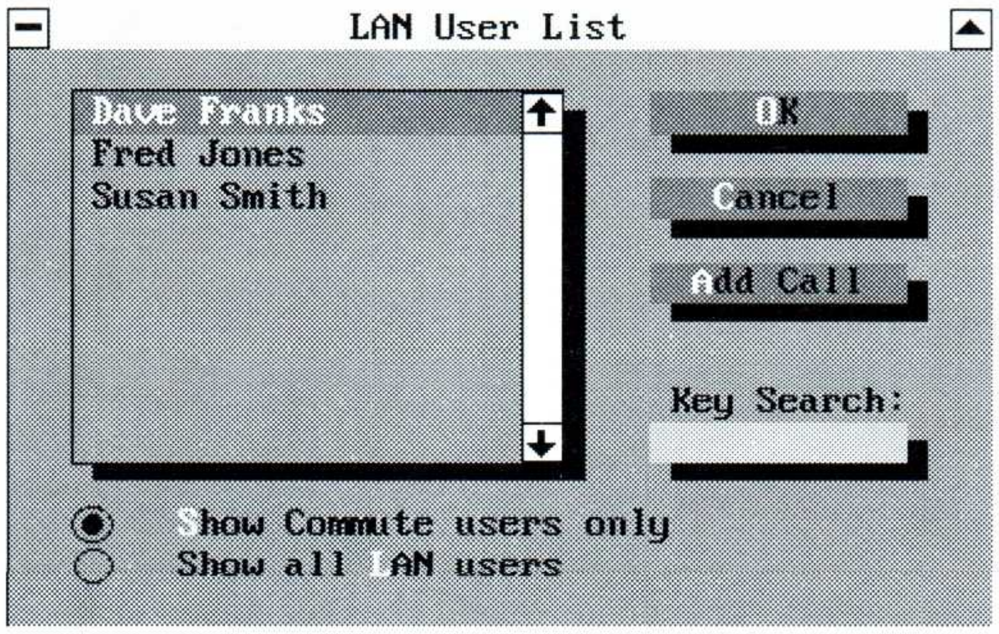
If you are not currently attached to the server you select, you will be prompted for your login name and password. You will remain logged in only while using the LAN user list.

6. Select the server in the LAN Server list that you want to access, then choose **OK**.

   The LAN User list appears, showing Commute users who are currently logged onto the LAN and waiting for a call.

   You can call a user on the list or choose **Add Call** to create a new Private Call list entry for the selected Commute user.

   This list displays Commute user names:



LAN User List

Dave Franks
Fred Jones
Susan Smith

Key Search:

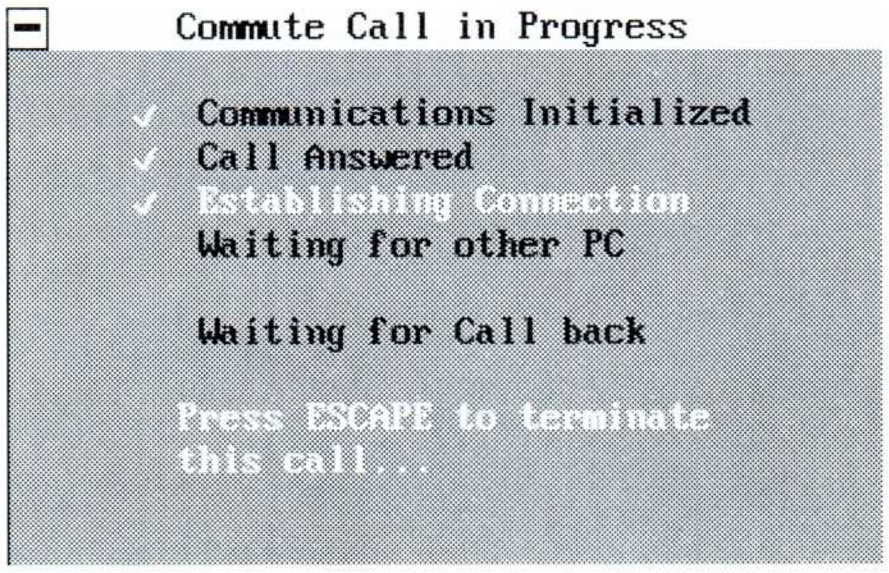
● Show Commute users only
○ Show all LAN users

▼ *Note*

You may optionally select **Show all LAN users** *to see all users who have accounts on this server. Click the Maximize button or press* F8 *to show network and node addresses of users who are currently logged onto the network.*

7. Select a Commute user, then choose **OK**.

   Commute makes the connection and announces your call at the other PC. A dialog box appears, showing you the status of the connection process.



Commute Call in Progress

✓ Communications Initialized
✓ Call Answered
✓ Establishing Connection
Waiting for other PC

Waiting for Call back

Press ESCAPE to terminate this call...

   After the connection is made, whatever is on the other PC's screen appears on your screen, and your mouse and keyboard actions are accepted as if you were at the other PC.

   If a connection is not made, Commute returns to the Private Call list. See chapter 12, *Troubleshooting*, if you can't make a connection to start a Commute session.

Making a Call when Commute is Resident

You can also use the Call and Take Control command when your PC is waiting for a call. This way you can hotkey into the Call Manager and Call and Take Control or Call and Give Control.

For more information about calling and giving control, see chapter 9, *Using the Call and Give Control Feature.*

☐ To call and take control of a PC:

1. Make sure the other PC is waiting for a call.

   See chapter 2, *Waiting for a Call.*

2. Start Commute on your PC, then choose **Wait for Any Caller**.

   Commute loads itself into memory and returns to DOS.

3. Press the hotkey (normally Alt R-Shift) or type `COMMUTE` to return to Commute.

   The Call Manager window appears.

4. Choose **Call and Take Control**.

   The Private Call list appears.

5. Select a PC from the list, then choose **OK**.

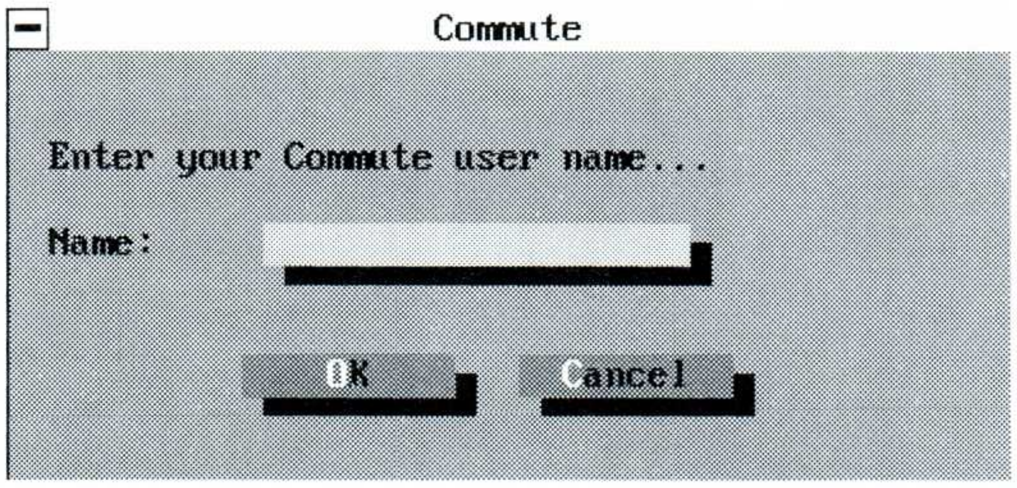
   Commute places the call and tells you the session is about to begin. The other PC is then in your control, as if you were at its keyboard.

Giving Your Name and Password

Depending on how the PC you are calling has configured Commute, you may be required to manually enter your Commute user name or password in a dialog box after you have made your call.

❑ To enter your name:

- Enter your Commute user name, then choose **OK**.

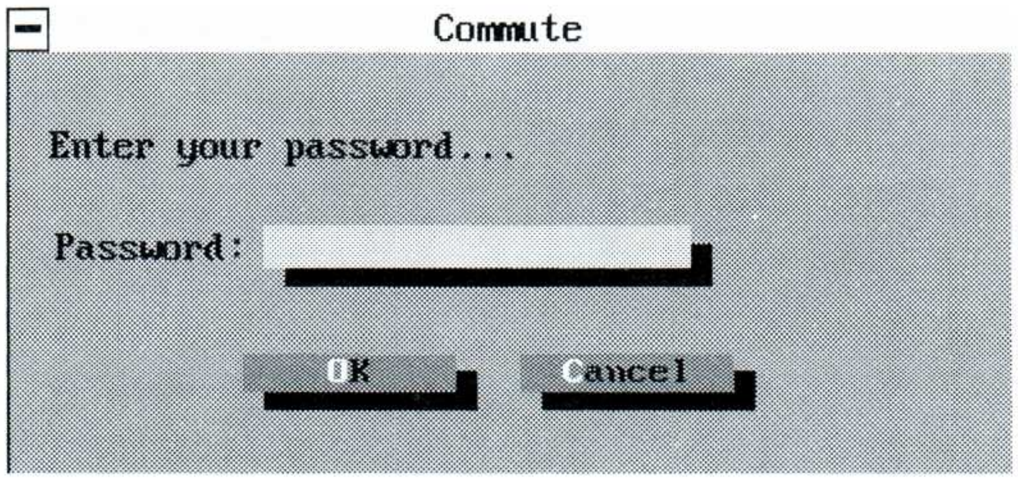


Enter your Commute user name...

Name:

❑ To enter a password:

- Enter the password for the PC you're taking control of, then choose **OK**.



Enter your password...

Password:

If your name or password is not correct after the third attempt, your call is rejected.

4. Working in a Commute Session

After you take control of another PC in a Commute session, you can use the other PC as if you were there. You can also use the Session Manager to type messages to the other PC user, transfer files, use advanced options, or end the session.

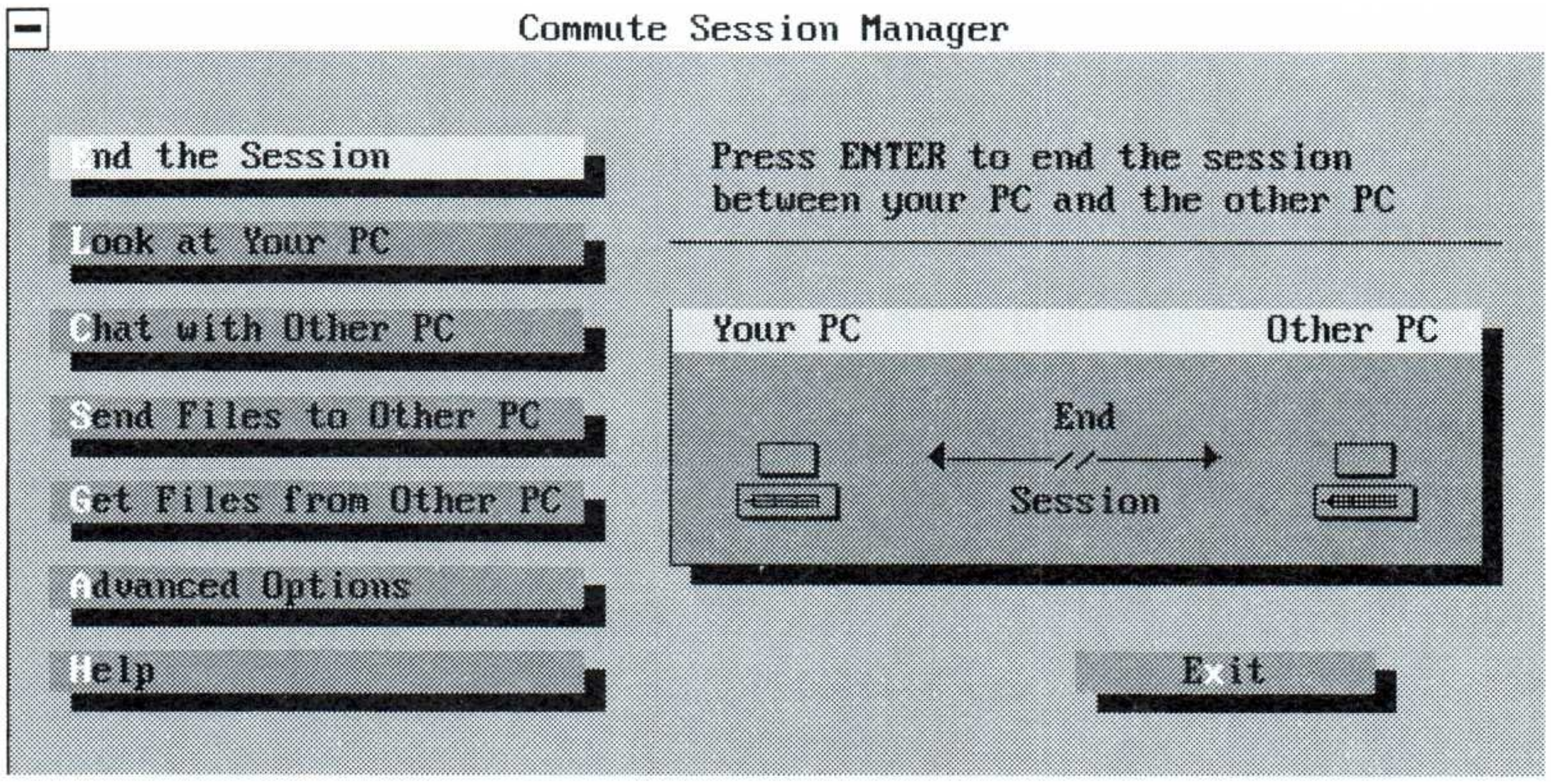
❑ **To use the Session Manager:**

- Press the hotkey (normally Alt R-Shift).

  The Session Manager appears on top of the current screen.

  For information on changing the hotkey, see "Changing the Hotkey" in chapter 5, *Setting Commute Options*.

The Session Manager Window



Press ENTER to end the session
between your PC and the other PC

❑ **To get help while using the Session Manager:**

- Press F1 for online help at any time.

  A help screen about the selected item appears.

Exit

This command closes the Session Manager and returns to the Commute session. Pressing Esc or F3 does the same thing. If you want to break the connection and exit the Commute session, choose **End the Session** from the Session Manager.

End the Session

When you end a Commute session, Commute breaks the connection between the two PCs, and your PC returns to the last thing you were doing before the session. If you're using a modem, Commute resets the modem.

❑ To end a Commute session:

1. Choose **End the Session** from the Session Manager.

   A dialog box appears to let you confirm your choice.

2. Choose **OK**.

Look at Your PC

After you've taken control of another PC in a Commute session, what you see on the screen comes from the other PC's screen. You can also temporarily return to using your PC.

❑ To look at your PC during a Commute session:

- Choose **Look at Your PC** from the Session Manager.

  You are returned to the whatever state your PC was in before you made a call. Normally this will be the DOS prompt, unless you loaded Commute resident and hotkeyed it over an application. In that case, you will return to your application.

❑ To return to the Commute session after looking at your PC:

- From DOS, type

  ```
  EXIT Enter
  ```

  Commute returns to the session, and your screen once again shows whatever is on the other PC's screen.

❖ *Tip*

You can use the PROMPT command in DOS to help keep track of which machine you are using. For example, if you add

```
PROMPT Home $P$G Enter
```

to your AUTOEXEC.BAT file, you will see **`Home PC C:\>`** *at the DOS prompt when using your home PC. You can add the same command to your office PC's AUTOEXEC.BAT file (replacing* `Home` *with* `Office`*), so you always know which PC you're looking at during a session.*

Chat with Other PC

You can communicate directly with the user on another PC during a Commute session by using the Chat window. Everything you type appears in the Chat window on both PC screens.

If you're controlling the other PC, the Chat with Other PC command is in the Session Manager. If you've given control to another PC, pressing the hotkey brings up the Chat window directly. This way, either PC can start a chat.

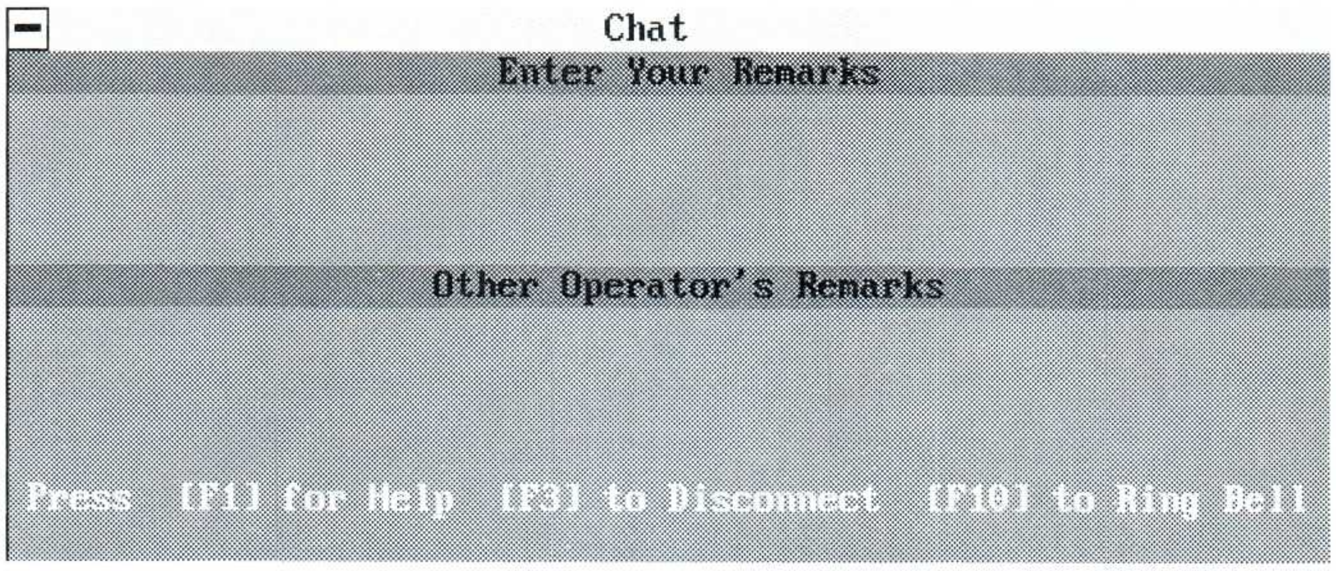
❑ To chat with the other PC:

1. Press the hotkey (normally Alt R-Shift).

   The Session Manager appears.

2. Choose **Chat with Other PC** from the Session Manager.

   The Chat window appears. (If you've given control, the Chat window appears when you press the hotkey.)



Chat

Enter Your Remarks

Other Operator's Remarks

Press [F1] for Help [F3] to Disconnect [F10] to Ring Bell

3. Type your comments.

   They appear immediately on both PC screens.

4. When the conversation is over, close the Chat window (press Esc or click the close box).

   The window closes, returning you to the Commute session.

While the Chat window is open, you can ring a bell at the other PC to get the user's attention or end the session. For the PC user who has given control, the Chat window provides the only way to end a session.

❑ To ring a bell at the other PC:

- Press F10 while the Chat window is open.

❑ To end a Commute session from the Chat window:

- Press F3 while the Chat window is open.

Send Files to Other PC

Commute provides quick, flexible file transfer through the Session Manager. Use the Send Files to Other PC command to copy a file or group of files from your PC to the PC you're controlling.

You can transfer multiple files using the two DOS wildcard characters (* and ?). For example, using *.* copies all the files in a directory, and HOME.?? copies all the HOME files with a two-character extension.

You can also add or exclude several groups of files at once. For details, see "Include/Exclude Files" later in this chapter.

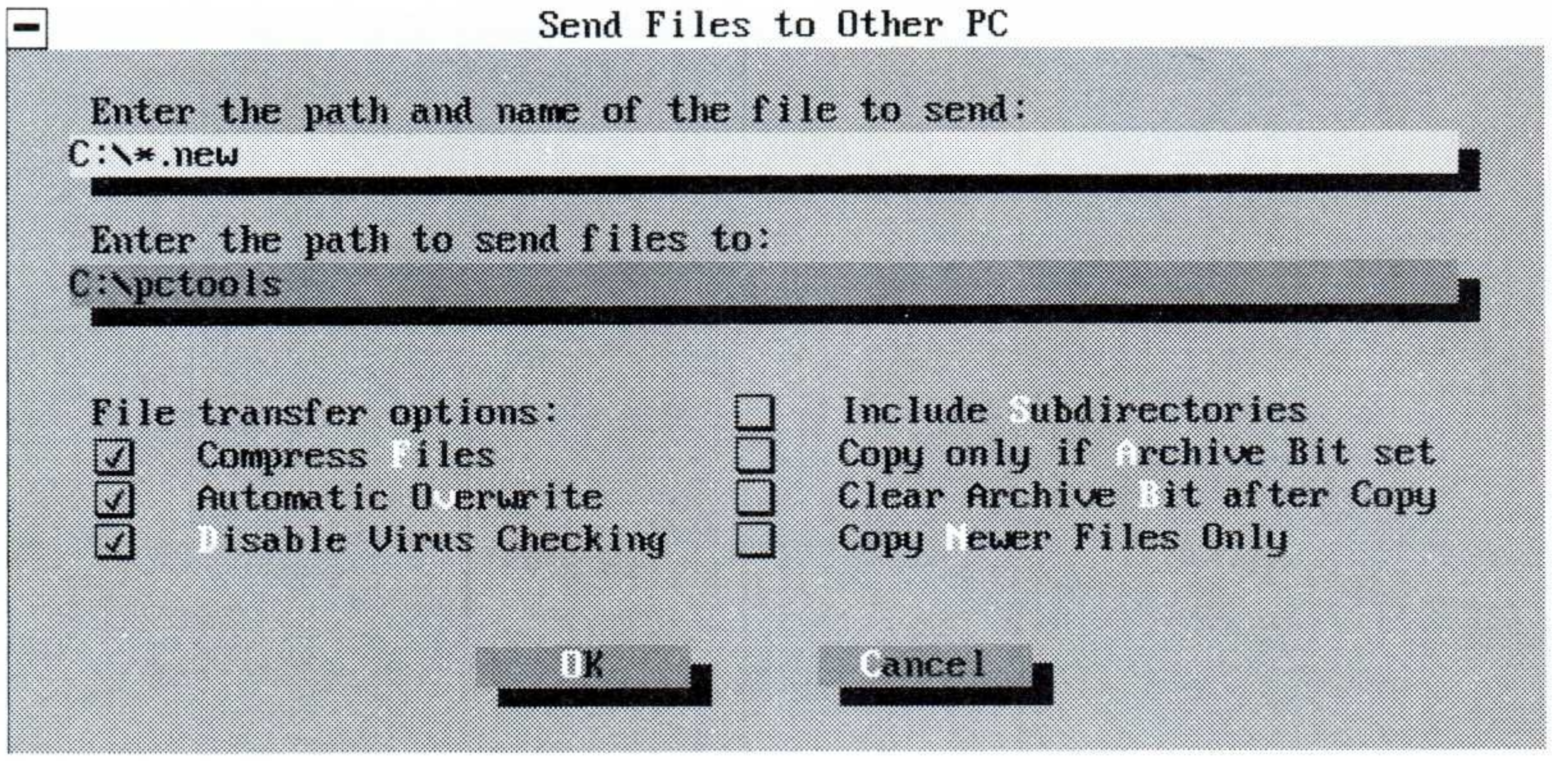
❑ To send files to the other PC:

1. Press the hotkey (normally Alt R-Shift).

   The Session Manager appears.

2. Choose **Send Files To Other PC**.

   The Send Files to Other PC dialog box appears.



Send Files to Other PC

Enter the path and name of the file to send:
C:\*.new

Enter the path to send files to:
C:\pctools

File transfer options:
☑ Compress Files
☑ Automatic Overwrite
☑ Disable Virus Checking
☐ Include Subdirectories
☐ Copy only if Archive Bit set
☐ Clear Archive Bit after Copy
☐ Copy Newer Files Only

3. Enter the path and file name of the files you want to send.

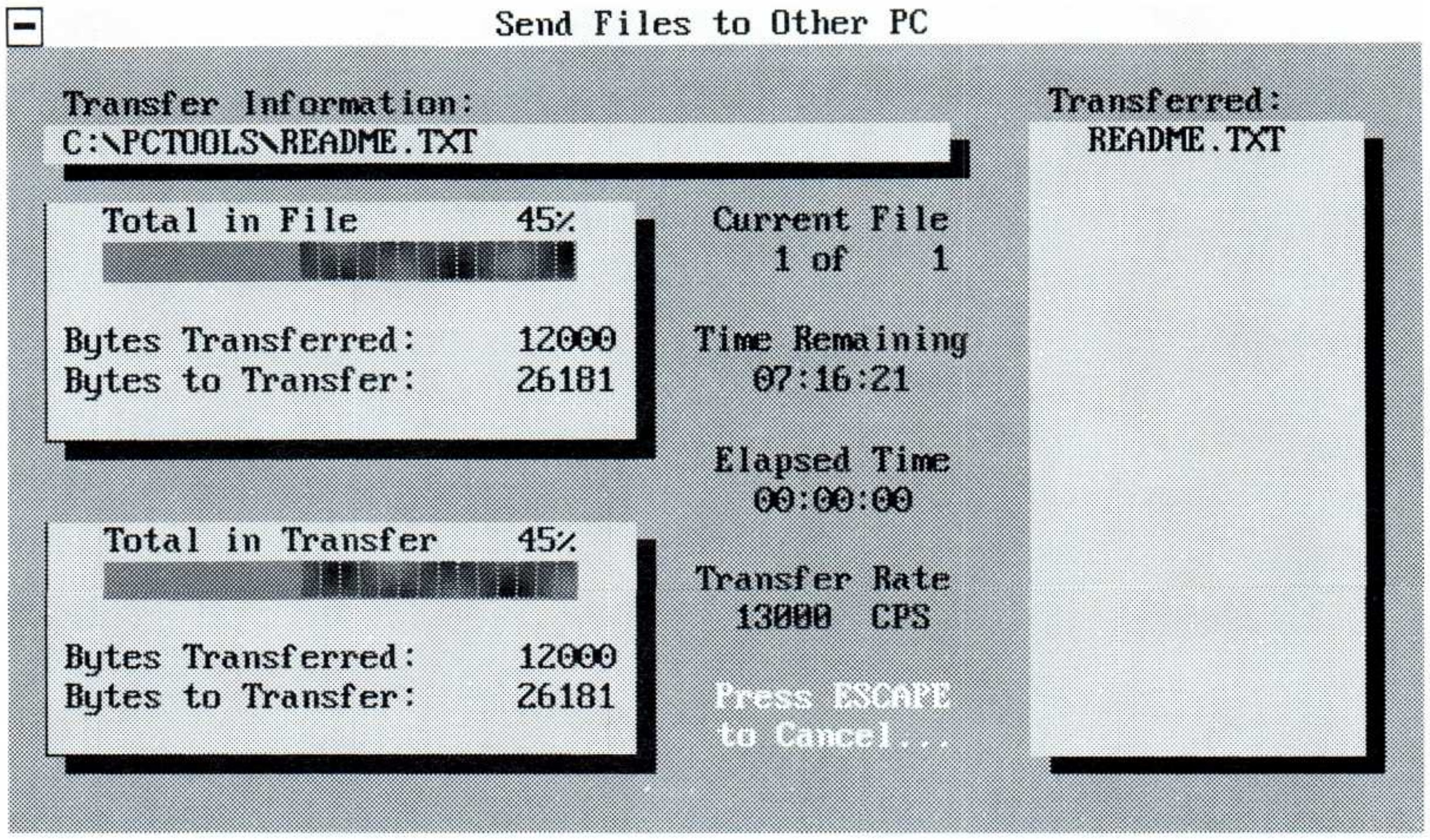
   If you need to, you can return to the Session Manager and choose **Look at Your PC** to locate the file on your own PC.

4. Enter the path of the directory on the other PC where you want to copy the files.

   For example, enter `D:\PROJECTS\MAY`. If you enter nothing here, the files are copied into the other PC's current directory. If you add a file name after the path name, Commute renames the file as it is copied, like the COPY command in DOS .

5. Select any file transfer options you want, then choose **OK**.

   File transfer options are explained in the next section.



Send Files to Other PC

Transfer Information:
C:\PCTOOLS\README.TXT

Total in File 45%
Bytes Transferred: 12000
Bytes to Transfer: 26181

Total in Transfer 45%
Bytes Transferred: 12000
Bytes to Transfer: 26181

Current File
1 of 1

Time Remaining
07:16:21

Elapsed Time
00:00:00

Transfer Rate
13000 CPS

Press ESCAPE to Cancel...

Transferred:
README.TXT

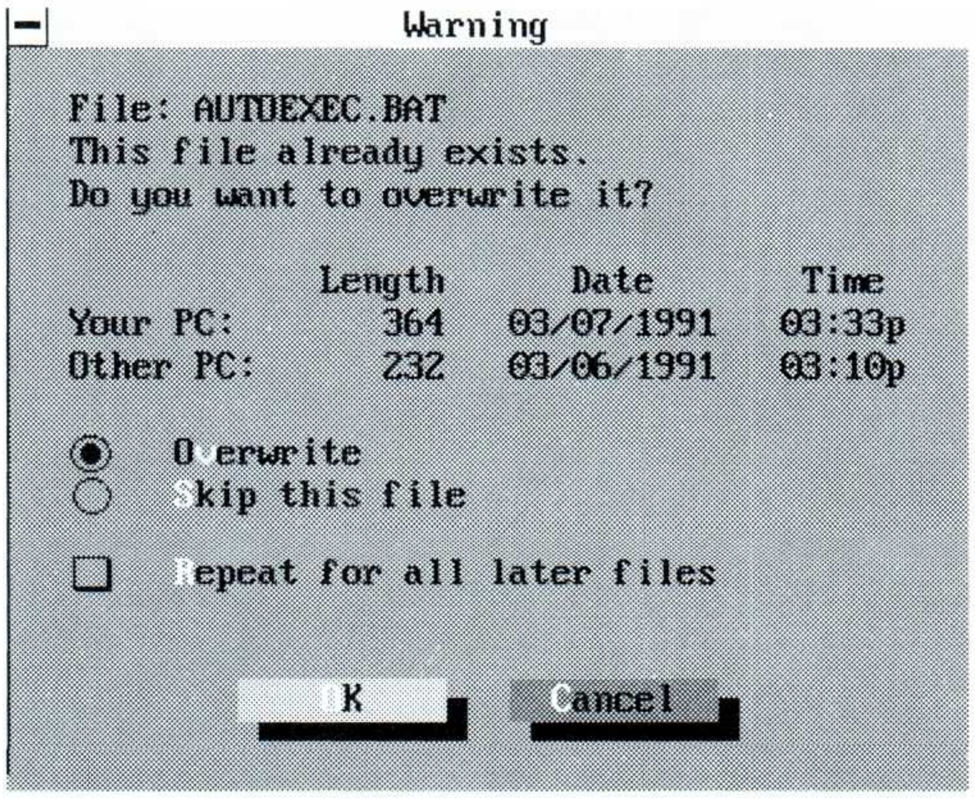
A dialog box shows the progress of the file transfer.

File Transfer Options

When you transfer files using the Session Manager, you can select any of the following options.

Compress Files: This option compresses the file in memory before sending it, then decompresses it at the other PC before saving the file. This decreases transfer time. The default for this option is on.

Automatic Overwrite: This option allows a file in the destination directory to be overwritten. With this option off, a dialog box appears when you try to transfer a file into a directory where that file name already exists.



Warning

File: AUTOEXEC.BAT
This file already exists.
Do you want to overwrite it?

```
             Length      Date        Time
Your PC:       364    03/07/1991    03:33p
Other PC:      232    03/06/1991    03:10p
```

● Overwrite
○ Skip this file

☐ Repeat for all later files

Select **Overwrite** to overwrite the file, or **Skip this file** to skip this file and continue to the next one. If you select **Repeat for all later files**, Commute automatically overwrites or skips (according to your selection) any other already existing files during this file transfer. If you choose **Cancel**, the file transfer stops immediately.

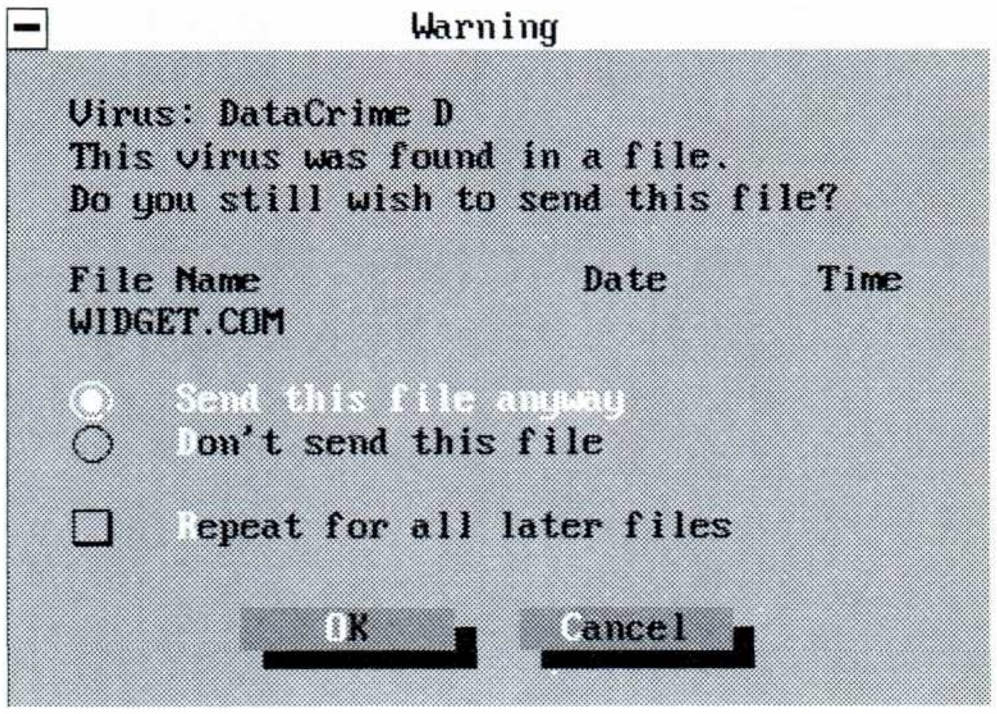
Include Subdirectories: If you use the DOS wildcard characters to specify files to transfer, turning this option on will cause any files in subdirectories to be transferred also. For example, `C:\*.EXE` transfers all files with the .EXE extension on your C drive. `C:\PCTOOLS\*.*` transfers all of the files in the PCTOOLS directory and files in subdirectories of PCTOOLS.

Copy only if Archive Bit set: This option copies only files whose archive bit is set, which is useful if you use Commute to back up files to another PC. When you make a backup of a file with a backup program, the file's archive bit is cleared. Then when a file is changed, the archive bit is set to show that the file needs backing up.

Clear Archive Bit after Copy: This option clears the archive bit when you copy a file to another PC. This is most useful if you also select the "Copy only if Archive Bit set" option.

Copy Newer Files Only: With this option selected, when the file you transfer already exists in the destination directory, Commute copies the file only if it is newer (has a more recent date and time) than the existing file. This way, you won't accidentally replace a newer file with an older one. The Automatic Overwrite option is ignored when this option is selected.

Virus Detection: This option scans each file sent for viruses. If a virus is detected, a dialog box appears.



Virus: DataCrime D
This virus was found in a file.
Do you still wish to send this file?

File Name Date Time
WIDGET.COM

● Send this file anyway
○ Don't send this file

☐ Repeat for all later files

Select **Send this file anyway** to continue transferring files or **Don't send this file** to skip this file and continue to the next one. If you select **Repeat for all later files**, Commute automatically sends or skips (according to your selection) any other infected files during this file transfer. If you choose **Cancel**, the file transfer stops immediately.

The virus scan process uses the same internal database used by other Central Point Software products, including Central Point Anti-Virus, to recognize all known viruses at the time of manufacture. Central Point Anti-Virus not only detects viruses, but eradicates and protects your files from viruses. The database is routinely updated to include new virus detection information as it is discovered. See the *Getting Started* manual for details on updating the database.

Get Files from Other PC

With this command, you can copy a file or group of files from the PC you're controlling to your PC. This command works in the same way as the Send Files to Other PC command.

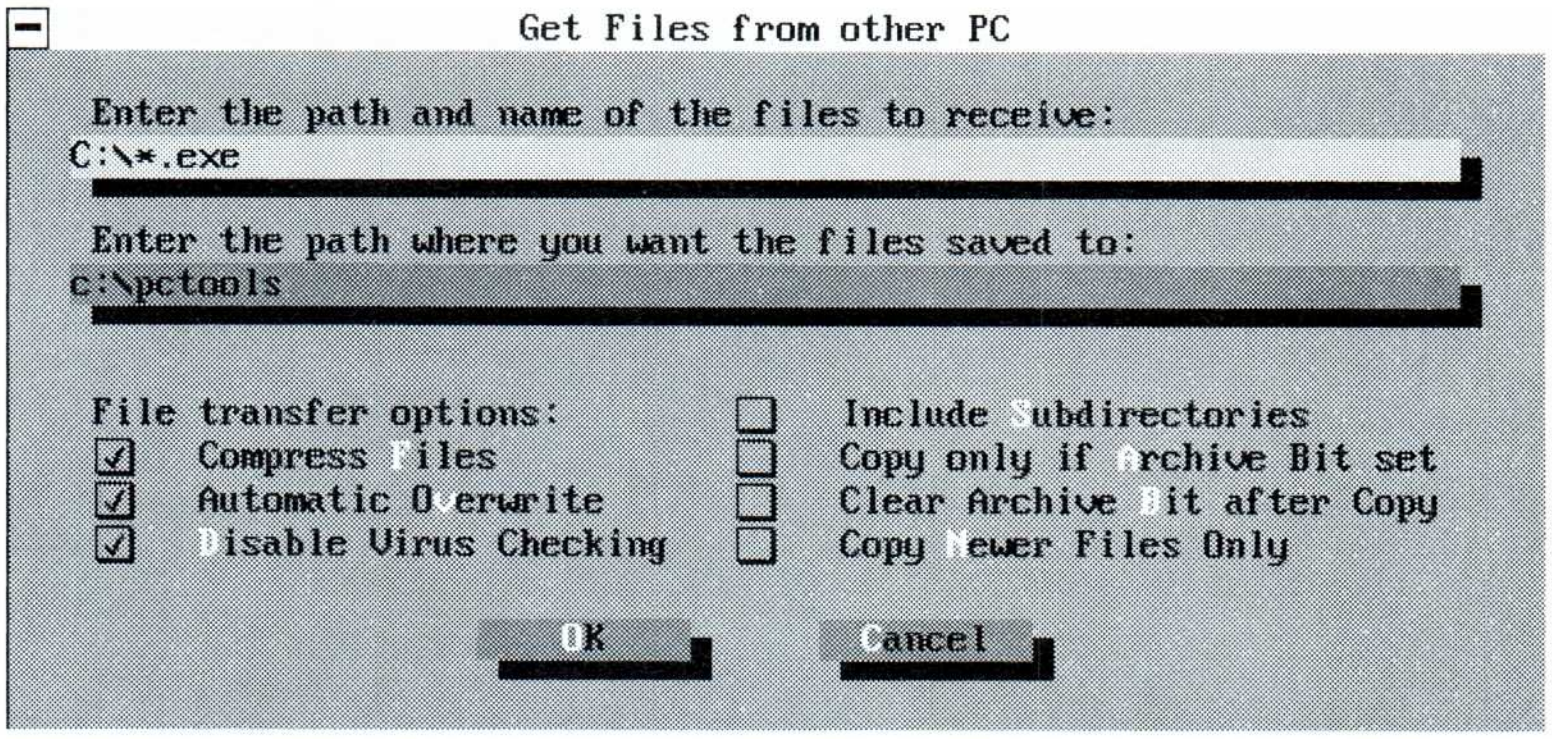
☐ To get files from the other PC:

1. Press the hotkey (normally Alt R-Shift).

   The Session Manager appears.

2. Choose **Get Files From Other PC**.

   The Get Files dialog box appears.



Get Files from other PC

Enter the path and name of the files to receive:
C:\*.exe

Enter the path where you want the files saved to:
c:\pctools

File transfer options:
☑ Compress Files
☑ Automatic Overwrite
☑ Disable Virus Checking
☐ Include Subdirectories
☐ Copy only if Archive Bit set
☐ Clear Archive Bit after Copy
☐ Copy Newer Files Only

3. Type the path and file name of the file you want to receive from the other PC.

4. Type the path of the directory where you want to copy the file.

5. Select any file transfer options you want, then choose **OK**.

Include/Exclude Files

Commute lets you use DOS wildcard characters (* and ?) to specify files to include and exclude.

When you *include* a file specification, you're adding to the list of files to be transferred. When you *exclude* a file specification, all the files you specified earlier are sent *except* for these.

To exclude files, enter the file specification preceded by a minus sign (–). For example, –*.BAT represents all files except for batch files. To send all files in your WORD directory except backup files, for example, type

```
C:\WORD\*.*  -\*.BAK
```

For more details on using multiple file specifications, see the *Getting Started* manual.

Using the Advanced Options

The Session Manager offers a set of advanced options for use during a Commute session.

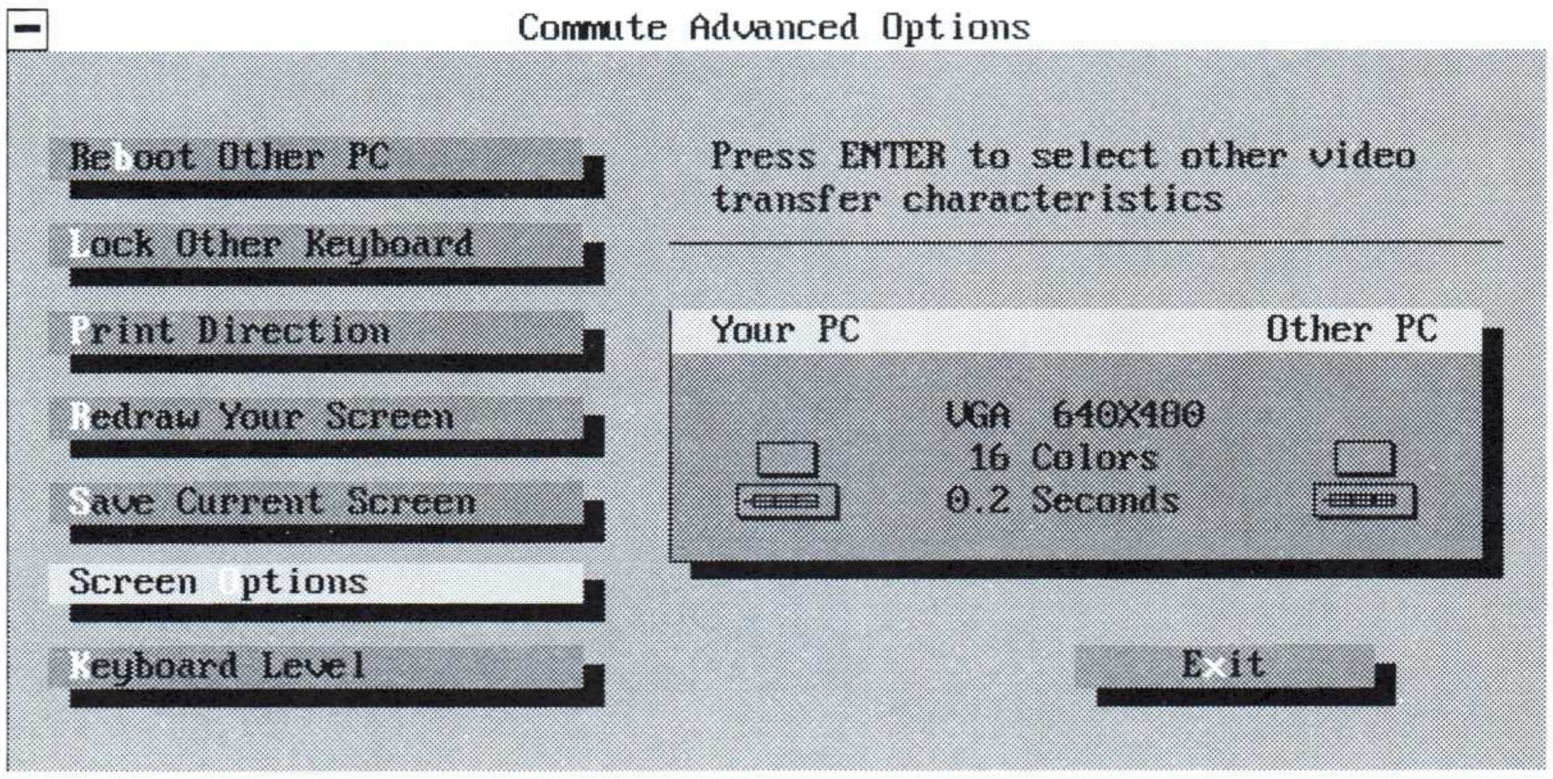
❑ To see the advanced options:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.

   The Advanced Options window appears.



Commute Advanced Options

Press ENTER to select other video transfer characteristics

Your PC — Other PC

VGA 640X480
16 Colors
0.2 Seconds

❑ To return to the Session Manager window:

- Choose **Exit** or press Esc.

  The Session Manager window appears.

Reboot Other PC

If for some reason the PC you have taken control of needs to be rebooted (restarted), use the Reboot Other PC command.

❑ To reboot the other PC:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Reboot Other PC**.

   The PC you're controlling reboots and then runs its AUTOEXEC.BAT file.

   During a session, you can also press Ctrl Alt Del on your keyboard to reboot the PC you are controlling. Your own PC is not rebooted.

Lock Other Keyboard

When you're controlling the other PC, Commute normally accepts input from the mouse or keyboard at both PCs. If you don't want a passerby or the other PC user to interrupt what you're doing, you can lock the other PC's keyboard and mouse with this command. Then any actions from the other keyboard and mouse are ignored.

❑ To lock the other PC's keyboard:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Lock Other Keyboard**.

   The keyboard of the PC you're controlling is locked, and the command changes to **Unlock Other Keyboard**.

▼ *Note*

When you lock the other PC's keyboard, the other PC user can no longer open the Chat window to communicate with you.

❑ To unlock the other PC's keyboard:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Unlock Other Keyboard**.

The keyboard of the PC you're controlling is unlocked, and the command changes to **Lock Other Keyboard**.

The Lock Other PC's Keyboard command may be unavailable (you can't select it). That means the other PC user chose in advance not to let anyone lock the keyboard. For more information, see "Changing Security Settings" in chapter 5, *Setting Commute Options*.

Print Direction

During a Commute session, you may want to use the printer at your PC, at the PC you're controlling, both, or neither. This command doesn't actually print; it just determines which printer will be used when you *do* print. If you print to your own printer during the session, it must be compatible with the software on the PC you're controlling.

Like the Lock Other Keyboard command, the other user can limit this option in the other PC's security settings. In that case, this option may not be available.

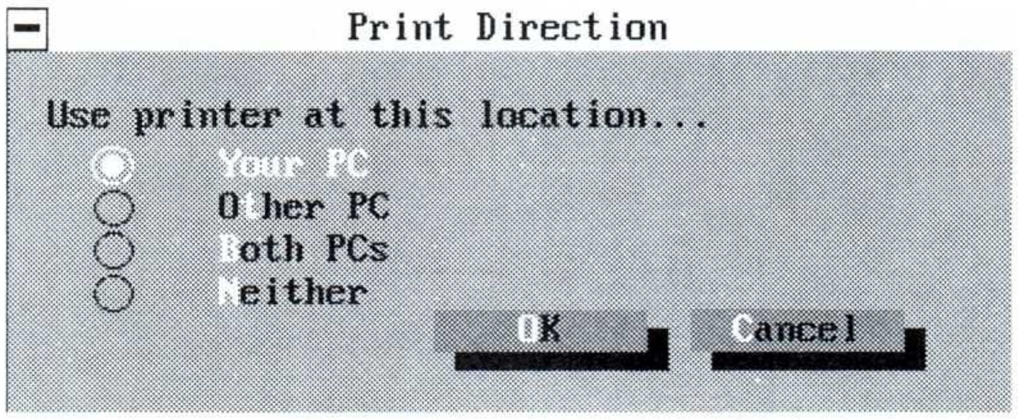
❑ To choose which printer to use:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Print Direction**.

   The Print Direction dialog box appears.



Print Direction

Use printer at this location...

● Your PC
○ Other PC
○ Both PCs
○ Neither

4. Select an option, then choose **OK**.

   The next time you print something during the session, it is sent to the selected printer or printers.

Redraw Your Screen

This command resends an image of the other PC's screen to your screen. Occasionally, line interference in a modem connection can put incorrect characters or pixels into a transmission. This command refreshes your screen.

❑ To redraw your screen:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Redraw Your Screen**.

   Commute sends your PC a fresh screen image from the PC you're controlling.

Save Current Screen

You can use this command to take a snapshot of the current screen in your Commute session. (The Session Manager itself is not shown in the snapshot.) The captured screen is saved as a text file that you can read with the TYPE command in DOS or with a word processor. Commute does not save graphics screens.

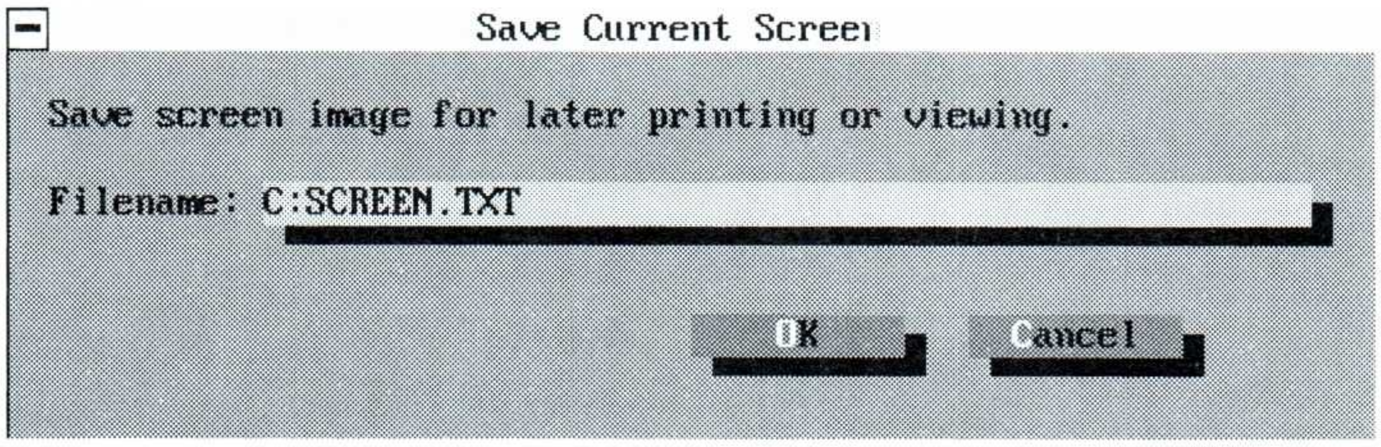
❑ To save the current screen:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Save Current Screen**.

   A dialog box appears.



Save screen image for later printing or viewing.

Filename: C:SCREEN.TXT

4. Type a path and file name, then choose **OK**.

   The screen file is saved on your PC's drive. If you type a file name but no path, the file is saved in your current directory.

Screen Options

Commute lets you specify several screen options: maximum received resolution, video refresh rate, and EGA/VGA colors. Changing these settings can speed up performance in a Commute session.

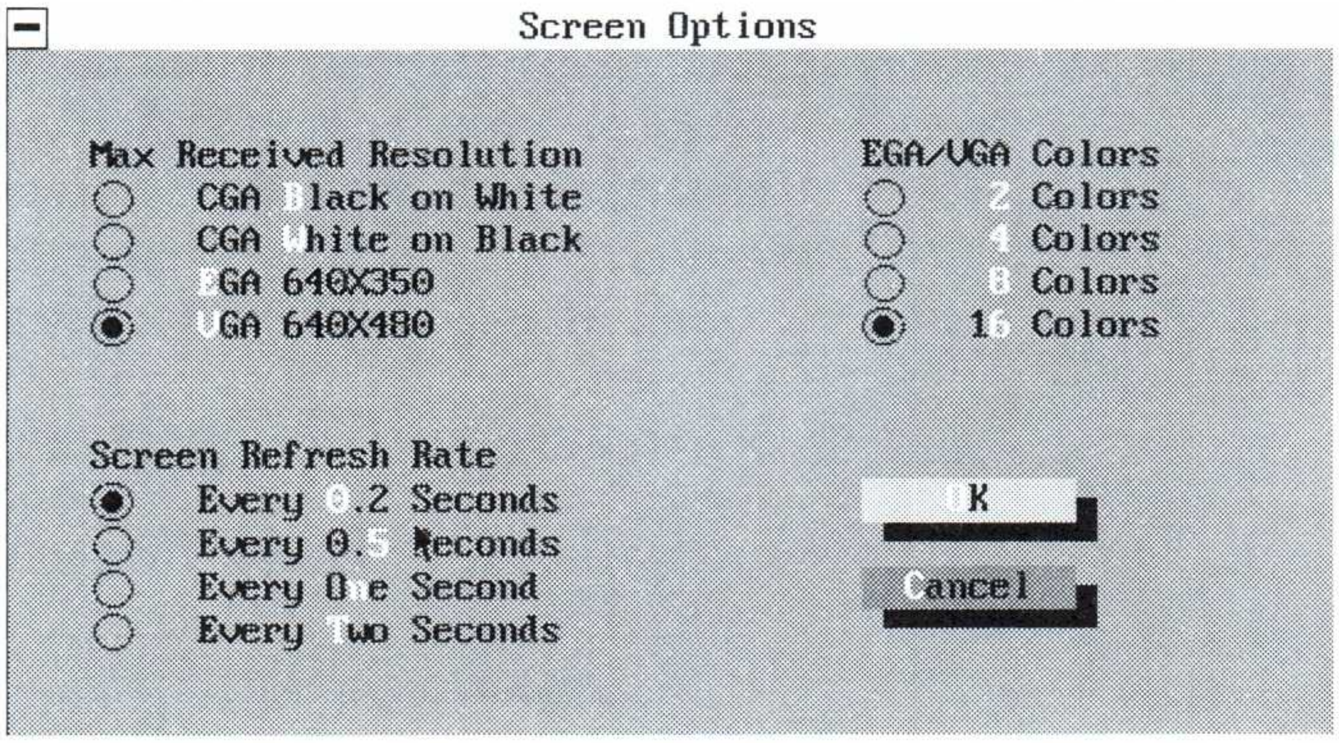
❑ To change screen options:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Screen Options**.

   The Screen Options dialog box appears.



Screen Options

Max Received Resolution
○ CGA Black on White
○ CGA White on Black
○ EGA 640X350
● VGA 640X480

EGA/VGA Colors
○ 2 Colors
○ 4 Colors
○ 8 Colors
● 16 Colors

Screen Refresh Rate
● Every 0.2 Seconds
○ Every 0.5 Seconds
○ Every One Second
○ Every Two Seconds

4. Select the options you want, then choose **OK**.

   Max Received Resolution: Shows the resolution of the image your PC is receiving from the PC you've taken control of. If your resolution is CGA and some characters disappear or are hard to read, select CGA White on Black to see if the display improves. This option takes effect only on programs running in graphics mode.

   The maximum received resolution you see can be no higher than the lowest resolution of the two PCs. For example, if your PC has VGA video and the other PC has CGA video, then when you take control, CGA video is the best resolution you can receive.

   EGA/VGA Colors: Determines how much color information is sent to your PC in graphics mode. If both PCs have EGA or VGA color, you can choose to see fewer colors. If you select 4 colors, for example, your screen shows only 4 of the 16 colors that appear on the other PC's screen. Sending less color information speeds up Commute's operation. This option takes effect only on programs running in graphics mode.

Screen Refresh Rate: This determines how often Commute sends the information on one PC's screen to the other PC. With a high refresh rate, what you type shows up faster on the screen, but overall performance drops. With a low refresh rate, overall performance is faster because less data is sent, but the screen responds more slowly to your actions.

In a normal text-based application, it's best to have a fast refresh rate (every 0.2 seconds, the default). Commute can easily handle this much information at high speed. If you're in a graphics application like a paint program, which has much more screen data, use a slower video refresh rate (once every 1 or 2 seconds).

Keyboard Level

Some programs control the keyboard in an unconventional way. When they do, the keyboard may not respond during a session. If your keyboard doesn't work while controlling another PC, you can use the Enhanced Keyboard option to correct the problem.

☐ To change the keyboard level:

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.

   The Session Manager appears.

2. Choose **Advanced Options** from the Session Manager.
3. Choose **Keyboard Level**.

   If you were experiencing problems, you should now be able to use your keyboard. Choose the command again to switch back to using the standard keyboard.

   The current keyboard driver (Standard or Enhanced) is shown in the Your PC/Other PC panel. The message above it tells which keyboard will be selected next.

If You Get Lost

If you're ever uncertain whose screen you're looking at in a session, you can press the hotkey (the default is Alt R-Shift).

If the Session Manager window appears, then your PC is in control of the other PC. If only the Chat window appears, then you must have given control to another PC. If nothing happens, then either you're not in a session or else you changed your hotkey. If the Call Manager appears, then Commute is memory-resident but you're not in a session. If the Scroll Lock light on your keyboard is blinking, you must have given control to another PC.

Part 3

Customizing Commute

The following chapters explain how to change your Commute configuration options and how to set up for special situations: working with Windows, automating a Commute session, and using simultaneous Commute sessions to connect three PCs at once.

Read the *Getting Started* manual and part 1 of this manual, *Quick Start*, for help on using Commute for the first time.

Part 3 contains these chapters:

- *Setting Commute Options*
- *Using Commute with Windows*
- *Automating a Commute Session*
- *Running a Gateway Commute Session*
- *Using the Call and Give Control Feature*

5. Setting Commute Options

Commute provides a variety of configuration options that allow you to tailor Commute's operation to your own needs.

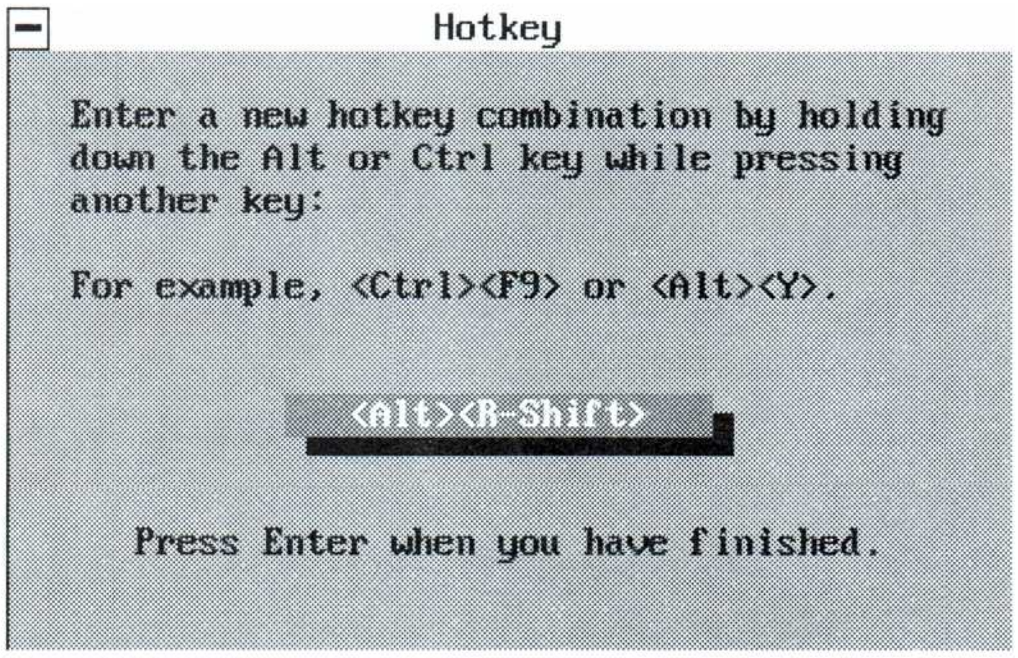
Changing the Hotkey

Commute can be activated with a hotkey combination (normally Alt R-Shift) when you're waiting for a call or during a Commute session.

☐ To change the hotkey:

1. Choose **Hotkey** from the Configure menu.

   The Hotkey dialog box appears, showing your current hotkey. If you forget your hotkey, check here to see it.



Hotkey

Enter a new hotkey combination by holding down the Alt or Ctrl key while pressing another key:

For example, <Ctrl><F9> or <Alt><Y>.

<Alt><R-Shift>

Press Enter when you have finished.

2. Press the hotkey you want.

   Hold down either Ctrl or Alt while pressing another key—for example, Ctrl H or Alt R-Shift. Commute's hotkey feature distinguishes between the right and left shift keys.

   Your new hotkey appears in the box. Make sure you don't use a key combination that conflicts with another application you use.

3. Press Enter to accept the new hotkey.

Selecting a Modem

When you configured Commute for the first time, you may have selected a modem. If you get a new modem or find that you selected the wrong modem the first time, you can select a different modem.

❑ To select a modem:

1. Choose **Modem List** from the Configure menu.

   The Modem List dialog box appears.

2. Select the type of modem you are using.

   If the brand name of your modem isn't listed, select the Hayes or Hayes-compatible option that has your modem's speed. Most modems are Hayes-compatible.

3. Choose **OK**.

Editing Modem Commands

You will probably never need to edit Commute's modem commands. In cases where a nonstandard modem isn't fully Hayes-compatible, you may need to customize these commands.

To do this, consult your modem manual to find out your modem's equivalents for the commands listed below. Four sets of command strings are sent to the modem. The *initialization string* prepares the modem for communication. The *dial string* tells the modem to use tone or pulse dialing. The *answer string* enables auto-answer mode and specifies how many rings to allow before answering. The *hangup string* terminates the connection and disables auto-answer mode.

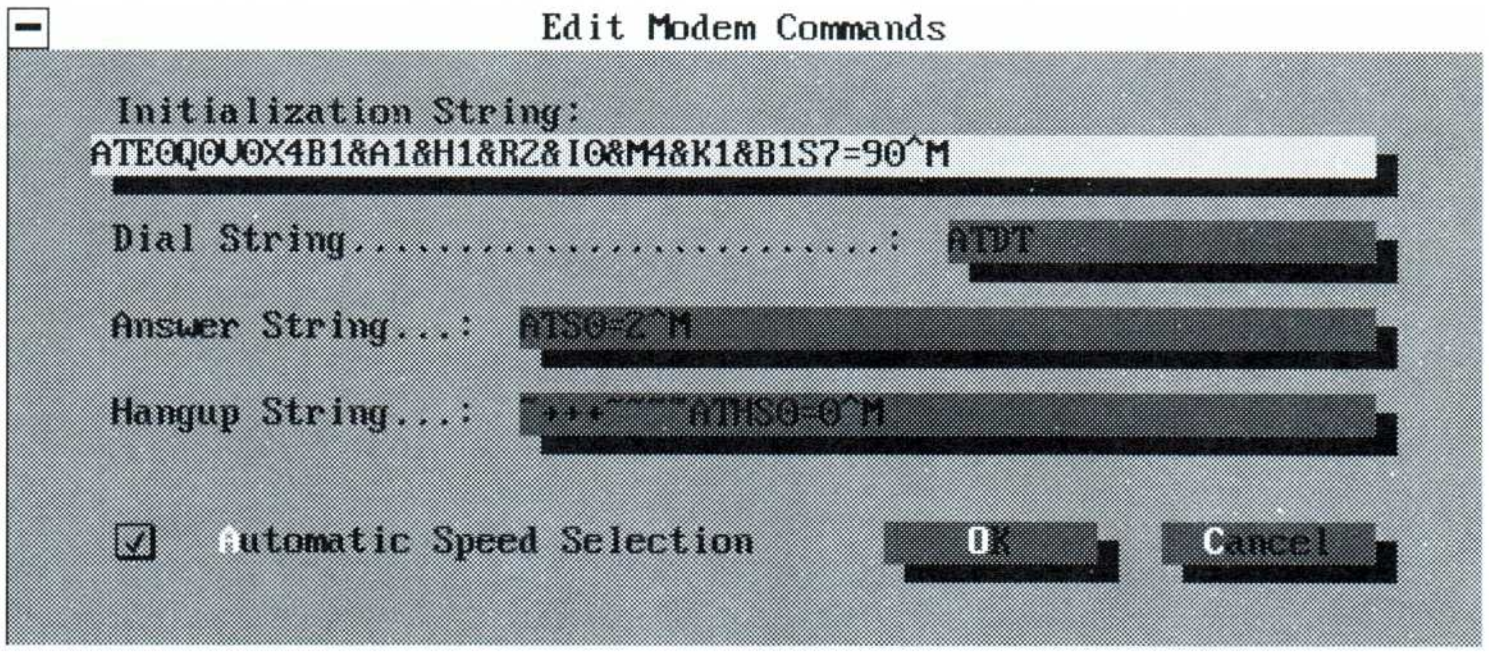
Command string	Command sequence
Initialization string	Attention Command echo off Quiet off (send result codes) Result codes in short form (numbers) Extended result code 4 or greater DCD *not* forced true DTR use Command Line Receive at on/off change Carriage return
Dial string	Attention Use tone or pulse dialing
Answer string	Attention Answer on *n*th ring (as preferred) Carriage return
Hangup string	Pause Escape sequence (switch to command mode) Pause (3) Attention On-hook (hang up) Answer on 0 rings (auto-answer off) Carriage return

❑ To edit the modem commands:

1. Start Commute.
2. Choose **Modem List** from the Configure menu.

   The Modem List dialog box appears.
3. In the list, select **Other**, then choose **OK**.

   The Edit Modem Commands dialog box appears. It contains command strings for the modem that was selected when you last saved your configuration.



Edit Modem Commands

Initialization String:
ATEQQ0V0X4B1&A1&H1&R2&I0&M4&K1&B1S7=90^M

Dial String.........................: ATDT

Answer String...: ATS0=2^M

Hangup String...: ~+++~~~~ATHS0=0^M

☑ Automatic Speed Selection

4. Edit the four command strings, then choose **OK**.

   Some higher speed modems support a fixed computer-to-modem baud rate rather than adjusting to the connection speed. If your modem does not support this fixed rate or you are not sure, leave the **Automatic Speed Selection** option on (the default). (See Note below.)
5. Choose **Baud Rate** from the Configure menu to set the highest possible baud rate your modem will support.
6. Select a baud rate, then choose **OK**.

▼ *Note*

Your modem manual should provide information on fixed or variable data rates. If your modem can support fixed rates, provide the appropriate modem commands in the initialization string text box and turn the Automatic Speed Selection option off.

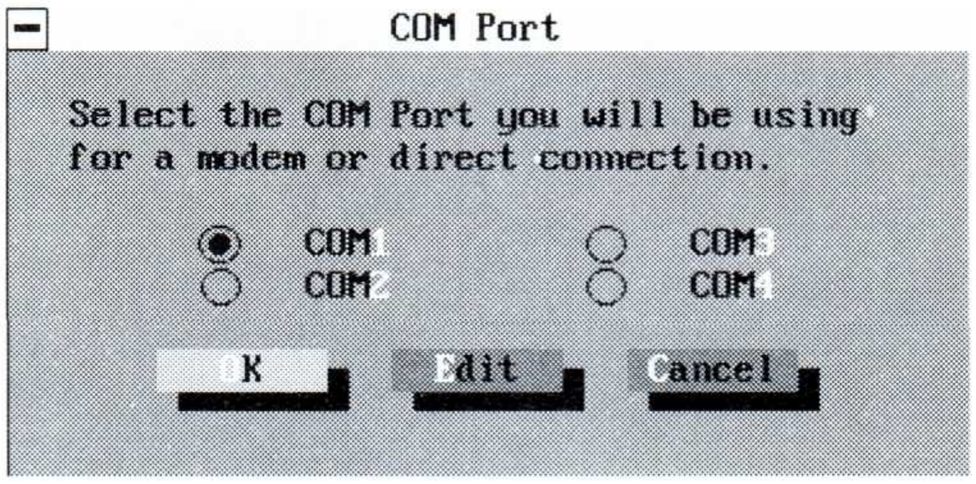
Changing the COM Port Setting

Commute communicates with a modem or a directly connected PC through a serial port. Because your PC may have several serial ports, you can choose from COM1 through COM4. COM1 is the default setting. If you have a conflict (for example, if your serial mouse uses the COM1 port) or attach your modem to a different port, you may need to change this setting.

☐ To select another COM port:

1. Choose **COM Port** from the Configure menu.

   A dialog box appears with your COM port options.



COM Port

Select the COM Port you will be using for a modem or direct connection.

● COM1 ○ COM3
○ COM2 ○ COM4

2. Select a COM port number, then choose **OK**.

Editing the COM Port IRQ and Base Address

If your modem is attached to COM3 or COM4 and you have a non–PS/2 computer, you must supply the IRQ (interrupt request line) and base address settings for the COM port. See the owner's guide for your PC or serial card for information about which IRQ and base address settings are valid with the COM port you're using.

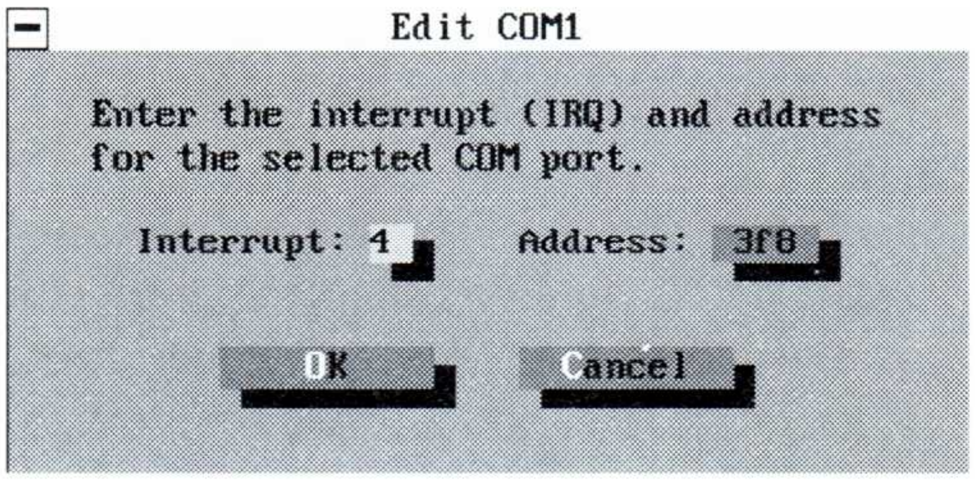
☐ To edit COM port information:

1. Choose **COM Port** from the Configure menu.

   The COM Port dialog box appears.

2. Choose **Edit**.

   The Edit COM Port dialog box appears. The port you're editing (COM1, in this example) is shown in the title bar.



Edit COM1

Enter the interrupt (IRQ) and address for the selected COM port.

Interrupt: 4 Address: 3f8

3. Enter an interrupt (IRQ) and port address, then choose **OK**.

   The COM Port dialog box reappears.

4. Choose **OK**.

Changing the Baud Rate

The baud rate setting determines how fast your PC sends data through the communications port. When you select a modem, the baud rate is automatically set to the modem's maximum rate. If the two modems used in a Commute session don't communicate at the same rate, Commute automatically adjusts the baud rate. You will rarely need to change this setting.

❑ **To change the baud rate:**

1. Choose **Baud Rate** from the Configure menu.

   A dialog box appears with your baud rate options.

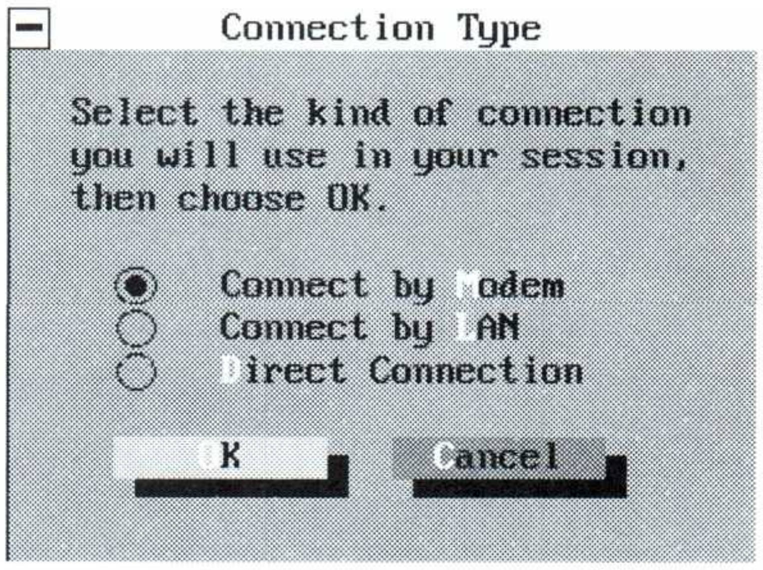
2. Select a baud rate, then choose **OK**.

Changing the Connection Type

When you wait for a call, a dialog box appears, asking what connection type you want to use (modem, LAN, or direct). The default choice in that dialog box is what you chose when you first configured Commute or when you last changed the Connection Type setting.

❑ **To change the connection type:**

1. Choose **Connection Type** from the Configure menu.



Select the kind of connection you will use in your session, then choose OK.

● Connect by Modem
○ Connect by LAN
○ Direct Connection

2. Select a connection type, then choose **OK**.

Direct Connection

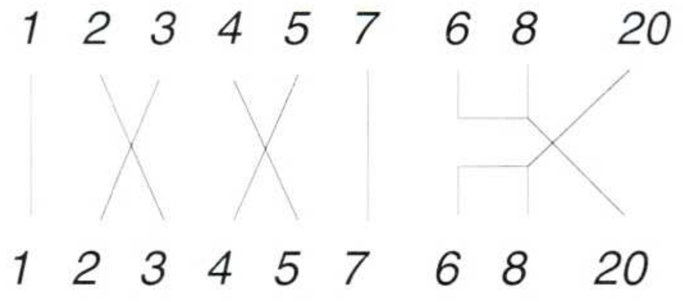
Most of the examples in this manual assume you are using a modem or LAN connection to take control of another PC. Under certain circumstances, you may want to connect two PCs directly using a null-modem cable.

You can use a direct connection to connect a non-networked PC (your laptop, for example) to your local area network. Simply use your laptop to take control of the PC that's attached to the LAN, and you have access to network files. Or you could quickly transfer files from your laptop hard disk to your office PC.

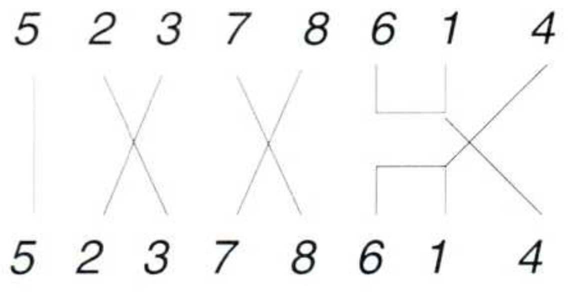
☐ To use Commute with a direct connection:

1. Connect the two computers with a full null-modem cable.

   A null-modem cable, which you can buy at most computer supply stores, has a serial-style connector at each end. A serial cable alone doesn't work. You need a full null-modem cable, which uses the following pin assignments for a 25-pin connector:



25-pin connector. *Other pins can be ignored.*



9-pin connector. *Other pins can be ignored.*

   You can also use a regular serial cable with a null-modem adapter. Be sure to get the right cable and adapter for the two PCs. Some PCs use 9-pin serial connectors, while others use 25-pin connectors.

2. Set the baud rate to the same rate on each PC.

   The default baud rate setting for a direct connection is 19,200, which is compatible for most systems. However, if both of your computers are fast (386- or 486-class computers) you can use the higher settings. As a general rule, you must use a slower baud rate when connecting a slow computer (a 286, for example), with a fast computer (a 386, for example).

3. On the PC that is giving control, change the connection type to Direct Connection as described earlier in this section, then choose **Wait for Any Caller** from the Session Manager.

4. On the PC that is taking control, choose **Call and Take Control** from the Session Manager.

   The Private Call List dialog box appears.

5. Select MANUAL CALL, then choose **OK**.

   The Manual Call dialog box appears.

6. Select the **Direct** option, then choose **OK**.

   A direct connection does not require a phone number. If the direct connection doesn't seem to work, make sure that you have the proper cable, that Commute's COM port setting is set to the proper COM port, and that the baud rate is set at a compatible speed for both systems.

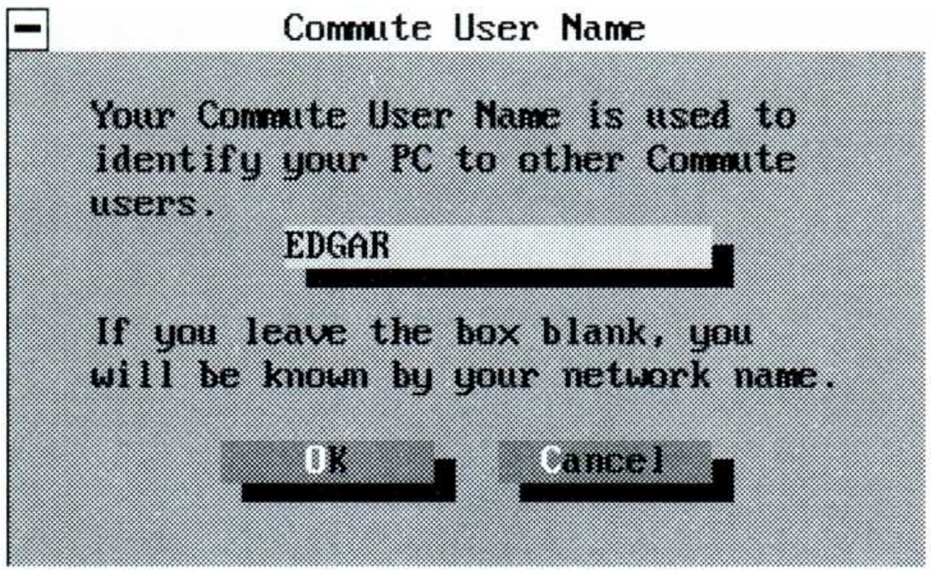
Changing the Commute User Name

Commute uses the Commute user name to identify you when you make a connection with another PC. You entered a Commute user name during configuration, but you can change it if you wish.

❑ To change the Commute user name:

1. Choose **Commute User Name** from the Configure menu.

   The Commute User Name dialog box appears, showing your current Commute user name.



Commute User Name

Your Commute User Name is used to identify your PC to other Commute users.

EDGAR

If you leave the box blank, you will be known by your network name.

2. Enter a name, then choose **OK**.

   This is the name you will be known as when using Commute.

Changing Security Settings

The Security command lets you select security settings that apply to every PC you give control to. Using these settings, you can require a caller to give a default password and limit access to some of your computer's functions when you give control to any other PC.

You can also add security restrictions for an individual PC using the Give Control List. For details, see chapter 2, *Waiting for a Call.*

❑ To change your security settings:

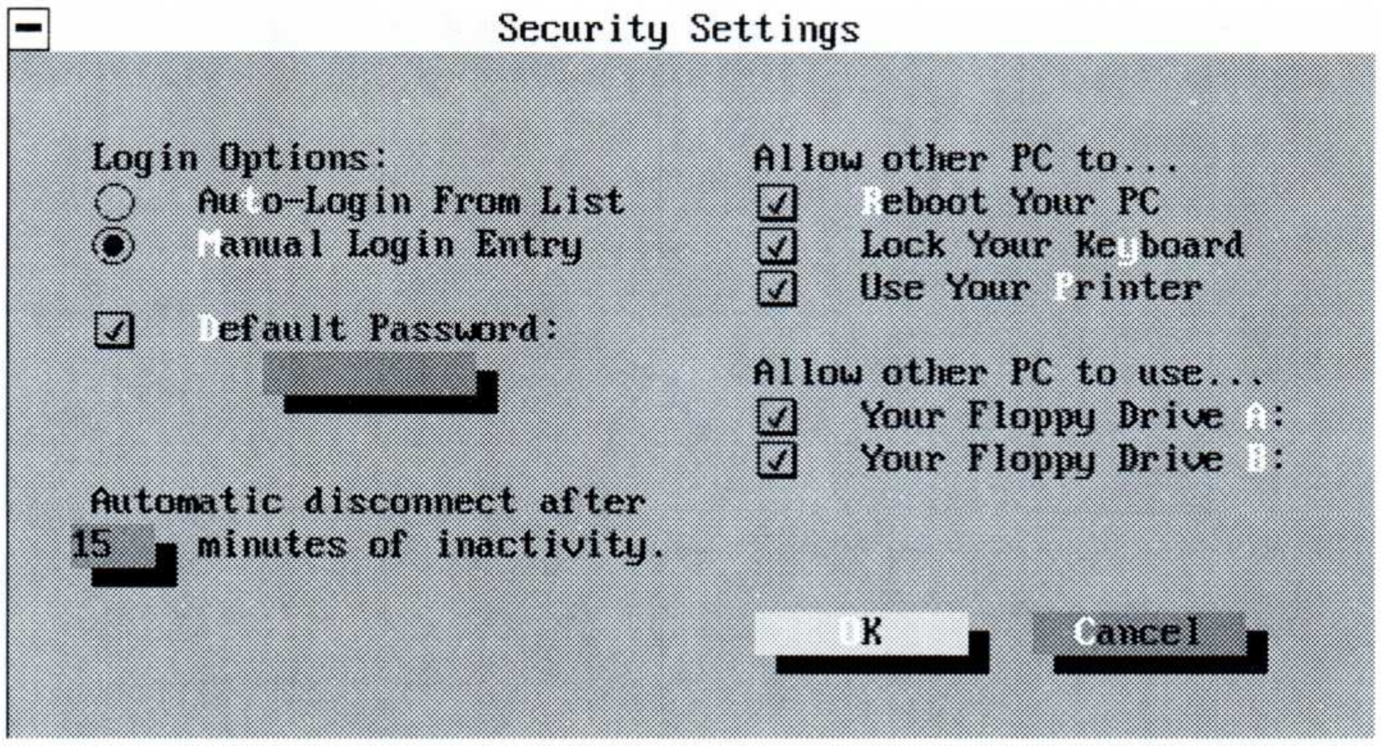
1. Choose **Security** from the Configure menu.

   The Security Settings dialog box appears.

2. Select the options you want, then choose **OK**.

   The next time you give control of your PC to another PC, these settings will be active. Each option is explained inthe following section.

Security Settings options



Login Options:
○ Auto-Login From List
● Manual Login Entry

☑ Default Password:

Automatic disconnect after
15 minutes of inactivity.

Allow other PC to...
☑ Reboot Your PC
☑ Lock Your Keyboard
☑ Use Your Printer

Allow other PC to use...
☑ Your Floppy Drive A:
☑ Your Floppy Drive B:

Auto-Login From List: When this option is selected, the other PC's Commute user name and password are entered automatically from the caller's Private Call List when they call.

Commute verifies that the caller's Commute user name is in your Give Control list. If you have required a password, Commute verifies that the caller's password is correct. This option is necessary when using automated calls (see chapter 7, *Automating a Commute Session*).

Manual Login Entry: With this option selected, a PC user who takes control of your PC must manually enter his or her name and password, if required.

Default Password: If this option is selected, any user who tries to take control of your PC must give the default password. If you have a password in your Give Control list entry for the other PC, that password is required instead of the default password.

Automatic Disconnect: If you have to leave your desk during a Commute session, you may not want the session to continue indefinitely—especially for a long-distance call. When this option is selected, Commute ends the session after a certain amount of time passes with no action at either PC. Enter the number of minutes (up to 60) to wait. Enter 0 if you don't want Commute to disconnect automatically.

Reboot Your PC: If this option is checked, the controlling PC can reboot your computer.

Lock Your Keyboard: If this option is selected, the controlling PC can lock your keyboard during a session to prevent you from typing something during a critical procedure.

Use Your Printer: If this option is selected, the controlling PC can use your printer during a session.

Floppy drive A and B: Select which floppy disk drives you want the other PC user to have access to during a session. For example, if you select "A: only," then trying to use drive B: during a session generates an "Invalid drive specification" error.

Saving Your Configuration

Use the Save Configuration command after changing settings on the Configure menu or use the Record Activity option from the File menu. This way, Commute uses these settings each time you start Commute. You are also given a chance to save your configuration when you exit Commute.

☐ To save your configuration:

- Choose **Save Configuration** from the Configure menu.

  The current settings are saved in the COMMUTE.CFG file.

Restoring the Default Configuration

You can restore Commute's default configuration (the program's original settings) if you wish. The defaults are as follows:

Option	Default setting	Security Option	Default setting
Hotkey	Alt R-Shift	Login option	Manual login
Modem	Hayes Smartmodem 2400	Default Password	No password
COM Port	COM1	Auto-disconnect	15 minutes
Baud rate	2400	Allow other PC to...	Reboot your PC Lock your keyboard Use your printer Use your A: and B: drives
Connection Type	Modem		
Commute User Name	Your LAN login name (if any)		

☐ To restore the default configuration:

- Choose **Restore Defaults** from the Configure menu.

  The default settings are saved in the COMMUTE.CFG file.

Recording and Printing the Activity Log

Commute can record the basic statistics of each Commute session: who you connected with, when the sessions began and ended, and what files were transferred. To save space on your disk, the information is stored in compressed form, then decompressed as a text file when you want to read or print it.

☐ To start recording your session activity:

- Choose **Record Activity** from the File menu.

A checkmark appears next to the command. Commute will record the activity for each session from now on. The activity log can keep track of any number of sessions (limited only by disk space).

☐ To stop recording your session activity:

- Choose **Record Activity** from the File menu.

  The checkmark next to the command disappears. Information from your next session will no longer be recorded.

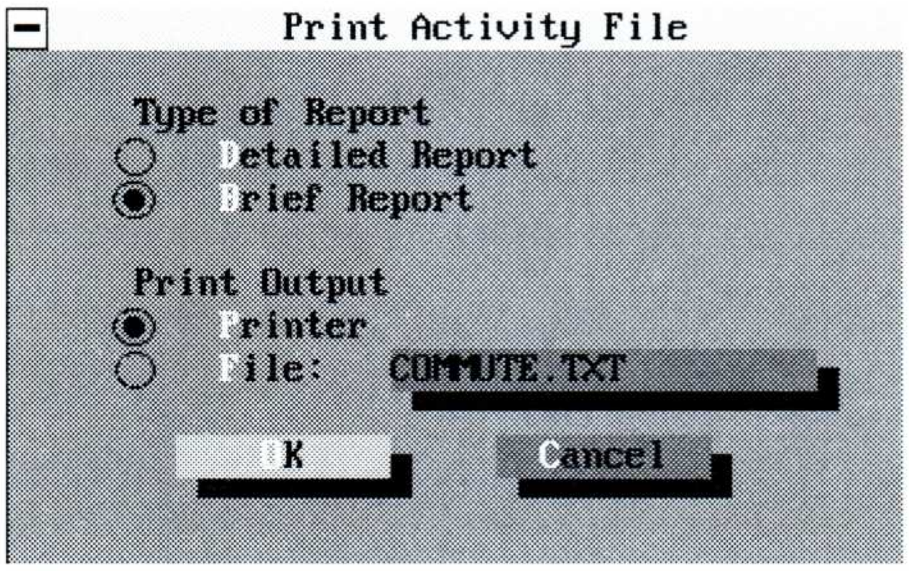
☐ To reset the activity log:

- From the DOS command line, delete the COMMUTE.LOG file.

☐ To print or save your activity log:

1. Choose **Print Activity Log** from the File menu.

   The Print Activity dialog box appears.



Print Activity File

Type of Report
○ Detailed Report
● Brief Report

Print Output
● Printer
○ File: COMMUTE.TXT

2. Select **Brief Report** or **Detailed Report**.

   The Brief Report option gives only the ending time of each session. The Detailed Report option lists the other PC, what time the session began and ended, and which files (if any) were transferred.

3. Select **Printer** or **File**.

   Printer sends the file to the printer; File saves the activity log as a text file on your disk.

4. If you selected **File**, type a file name in the text box.

   The default file name is COMMUTE.TXT.

5. Choose **OK**.

Commute prints a report or creates a text file with information on all sessions held while the Record Activity option was selected. The following is a typical detailed report:

```
Commute Log File Report

02/14/1991 02:17p - System up
02/14/1991 02:17p -    Called 9,3735871
02/14/1991 02:20p -    Call ended normally
02/14/1991 02:48p - System up
02/14/1991 04:31p -       Called CURTIS'S 386
02/14/1991 04:34p -       Menu Driven File Transfer Started
02/14/1991 04:34p -          File transfer ended normally
02/14/1991 04:35p -          Program run: C:\WINDOWS\WIN.COM
02/14/1991 04:49p -    Call ended normally
End of Report

Page: 001
```

Going to the DOS Shell

You can temporarily return to DOS from Commute using the DOS Shell command.

☐ **To go to the DOS shell:**

- Choose **DOS Shell** from the File menu.

  Commute goes to DOS temporarily, and a bar at the top of the screen tells you how to return to Commute.

☐ **To return to Commute from the DOS shell:**

- From DOS, type

  `EXIT` Enter

  The Call Manager window in Commute reappears.

6. Using Commute with Windows

Commute is powerful enough to run Microsoft Windows version 3.x on the PC you take control of. This section describes ways to optimize the performance of Commute in the Windows environment.

Transmission Speed with Windows

Because Windows runs in graphics mode, each screen contains many times more information than a screen in a text-mode application. Commute thus needs longer to transmit the information on each screen.

The ideal way to run Windows in a session is to use a LAN connection, which is several times faster than the fastest modem. If you run Windows over a modem connection, your modem speed may seem slower than it is with text-based applications. The faster your modem, the better Windows will run.

Windows Mouse and Keyboard Drivers

Windows needs special mouse and keyboard drivers when you run Commute. The drivers, COMMMOU.DRV and COMMKBD.DRV, are automatically copied to your hard disk during installation and installed in your SYSTEM.INI file. They replace MOUSE.DRV and KEYBOARD.DRV, the default mouse and keyboard drivers in Windows. There is also a keyboard driver, COMMVXD.386, used for running Windows in enhanced mode. This file is copied to the directory where Commute is installed.

If your mouse or keyboard doesn't respond properly when Windows is running during a Commute session, try reinstalling Commute. This reinstalls the necessary Windows drivers. See the *Getting Started* manual for an explanation of the installation process.

Some Hewlett-Packard and Olivetti PCs require special keyboard drivers during Windows installation. If you have one of these systems, you will also need a special driver to replace Commute's COMMKBD.DRV.

PC Tools Install does *not* automatically install this driver; the driver files, however, are copied to the directory you specify along with all the other Commute files during installation.

You must follow the instructions below to install the driver in the SYSTEM.INI file of the System subdirectory of your Windows directory.

☐ **To install a Hewlett-Packard or Olivetti driver:**

1. Copy the COMMOLI.DRV or COMMHPV.DRV file to the System subdirectory of your Windows directory.

   These files can be found in the directory where you copied Commute files during installation.

2. Open the SYSTEM.INI file using a text editor.
3. Find the characters COMMKBD.DRV in the file.
4. Replace COMMKBD.DRV with the appropriate driver.

   Use COMMOLI.DRV for an Olivetti PC and COMMHPV.DRV for a Hewlett-Packard PC.

5. Save the SYSTEM.INI file.

   The next time you start Windows, these drivers will be used.

The Video Refresh Rate in Windows

If you are controlling another PC that is running Windows, you don't have to wait for the full graphics screen to re-draw on your screen—you can type ahead (the keyboard is buffered). If the screen seems to be taking too long to reflect changes, try adjusting the video refresh rate, using the Session Manager.

You can adjust the rate at which new information is sent to the other PC from once every 0.2 seconds (fast response) up to every 2 seconds (slow response). If you decrease the refresh rate (select a higher number), your keyboard and mouse response is slower, but overall performance increases because Commute has less information to send to the other PC.

Try using a video refresh rate of once every 1 second when using Windows. If your display changes very little (for example, if you're entering text in a word processor) you can increase the responsiveness of your typing by changing the video refresh rate to once every 0.5 seconds. If your display changes very much (for example, if you're switching windows frequently) you can increase Commute's speed by changing the video refresh rate to once every 2 seconds.

☐ **To change the video refresh rate:**

1. Press the hotkey (normally Alt R-Shift) to open the Session Manager.
2. Choose **Advanced Options**.
3. Choose **Screen Options**.

   The Screen Options dialog box appears.

4. Select a new video refresh rate, then choose **OK**.
5. Choose **Exit** to close the Advanced Options window, then choose **Exit** again to leave the Session Manager.

   The new video refresh rate is now in effect.

Using Windows While Waiting for a Call

You can use Windows while waiting for a Commute call if you set up Commute to wait for a call before starting Windows.

❑ To use Windows while waiting for a call:

1. Start Commute and wait for a call as you normally would.

   Commute loads into memory and returns to DOS.

2. Start Windows.

   When another PC calls, a dialog box appears to announce the caller, as usual.

   If Commute doesn't answer a call you are sure is coming in, you may not have installed the Windows TSR Manager. Use Install from your installation disks and reinstall Commute.

7. Automating a Commute Session

Commute is equipped with Auto-Call, a scripting capability that lets you automate repetitive tasks in a Commute session. You can then repeat the tasks by running the Auto-Call script. Commute also includes a memory-resident scheduling program that can run a script at a specified time. With these two features, you can fully automate a Commute session. For example, you can run an Auto-Call script to transfer files while both PCs are unattended.

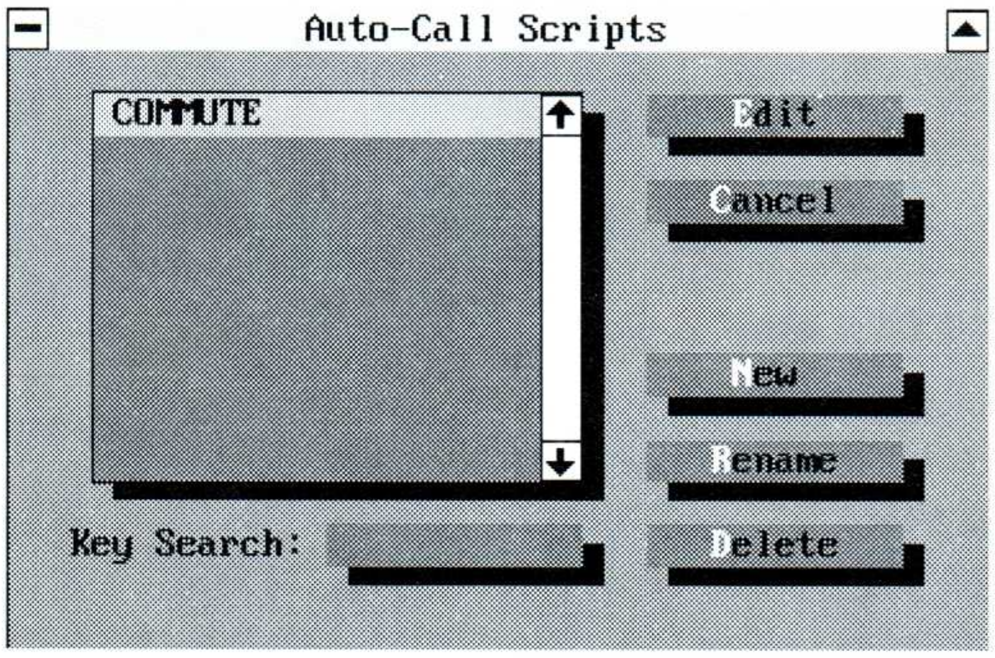
Scripting a Session

You may repeat some Commute actions in every session—making a call, executing DOS commands, transferring files, and ending the session. If so, you can use the Auto-Call script feature to assemble a script for you. When you run the script, those actions are performed automatically. To schedule a script to run at a specified time, see "Scheduling an Unattended Call" later in this chapter.

❏ To create an Auto-Call script:

1. Choose **Auto-Call Scripts** from the Configure menu.

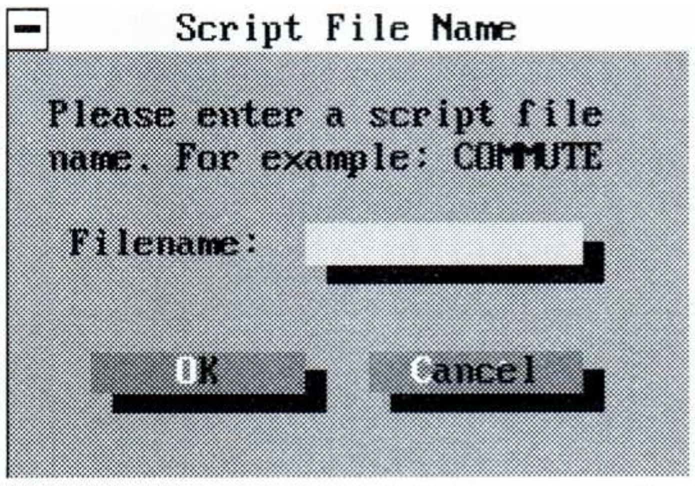
   The Script Files dialog box appears.



   The Script Files dialog box shows a list of available scripts. **Edit** lets you change the selected script. **New** creates a new script. **Rename** lets you rename a script file. **Delete** removes the selected script.

2. Choose **New**.

The Script File Name dialog box appears.



Please enter a script file name. For example: COMMUTE

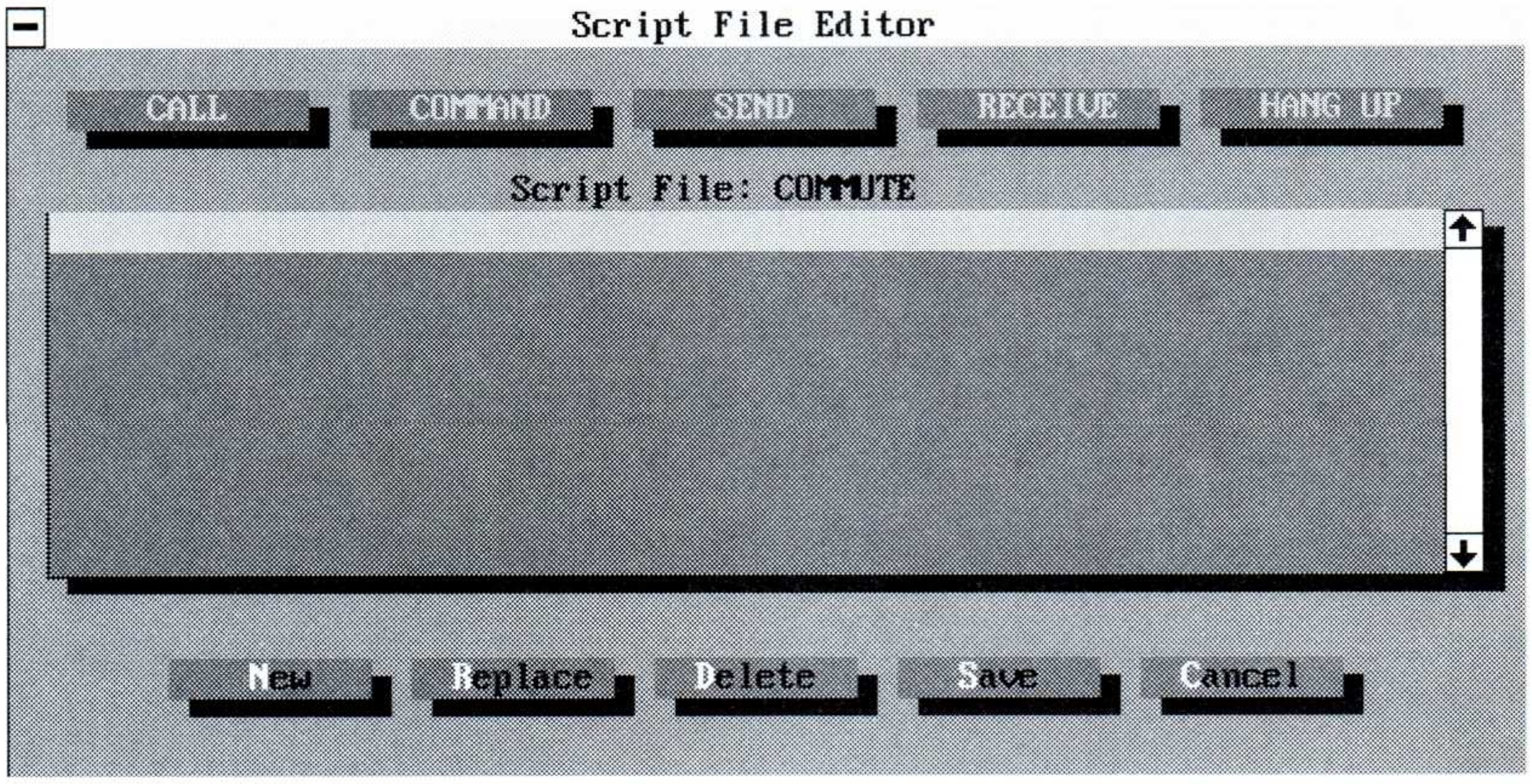
Filename:

3. Type a file name.

   You don't need to add an extension. Commute supplies the .CSF extension.

4. Choose **OK**.

   The Script File Editor appears. The Call and Cancel buttons are active.



Script File: COMMUTE

Auto-Call Script Actions

Call: When you choose Call, the Private Call list appears, allowing you to select the PC you want to call. Use the list the way you normally do to select a PC (see chapter 3, *Calling Another PC*). Instead of making the call immediately, Commute adds the action to the script.

If you select a PC from the MANUAL CALL or LAN USER LIST items, a letter appears next to the call action in the script, showing the connection type: M (modem), L (LAN), or D (direct connection).

Command: When you choose Command, a dialog box appears. In the text box, you can type any DOS command that you want to execute during a Commute session. It can be a command to run a program, list the files in a directory, run a batch file, or any other DOS command. A scripted DOS command works only during a session, not before making a connection or after disconnecting, and you can use it only on the PC you've taken control of.

Send: When you choose Send, the Send File to Other PC dialog box appears. You can enter the file or files you want to send, the directory to copy them into, and any file transfer options you want. For details, see "Send Files to Other PC" in chapter 4, *Working in a Commute Session*. Abbreviations for the selected file transfer options are displayed in the script.

Receive: When you choose Receive, the Get Files from Other PC dialog box appears. This works in the same way as the Send File to Other PC dialog box.

▼ *Note*

When sending or receiving files in a script, the default options are different from Session Manager file transfer: Overwrite Files and Disable Virus Checking options are active in addition to Compress Files. This way, no dialog box interrupts the progress of an unattended file transfer.

Hang Up: When you choose Hang Up, Commute inserts a disconnect command in the script. When the script reaches this point, the connection is broken and the session ends. Hang Up should be the last command in a script that is meant to be run unattended.

☐ To add actions to a new script:

1. Choose **Call** from the Script File Editor.

   A Call action must be the first line in a script. When you choose Call, the Private Call List dialog box appears.

2. Select a PC from the Private Call list, then choose **OK**.

   The /CALL line is added to your script. You can also use the Manual Call or LAN User List options in the Private Call list, as when making a call normally.

3. Choose an action button.

   When you choose **Command**, **Send**, or **Receive**, the corresponding dialog box appears.

4. Enter information in the dialog box, then choose **OK**.

5. Repeat steps 3–4 until you've included all the actions you want to take during the scripted session.
6. Choose **Hang Up**.

   If you don't want to automatically disconnect at the end of a script, don't include a Hang Up command.
7. Choose **Save**.

   The Auto-Call script is saved and the Script File Editor closes.

❏ To replace an action in a script:

1. Select an action from the script.
2. Choose **Replace**.

   The action buttons at the top of the dialog box become active.
3. Choose an action button.

   The corresponding dialog box appears.
4. Make the changes, then choose **OK**.

   The action you specify replaces the selected line in the script.

❏ To delete an action from a script:

1. Select an action from the script.

   The first action (a Call action) cannot be deleted because each script must begin with a call.
2. Choose **Delete** from the Script File Editor.

   The action is deleted from the script.

Running a Session with a Script

Once you have saved a script, you can use it to automatically make a call, start a session, and carry out whatever actions you included in the script. You can run the script at the DOS prompt or at a specified time. To learn how to schedule a script, see "Scheduling an Unattended Call" later in this chapter.

❏ To run a script from DOS:

1. Make sure the other PC is waiting for a call.

▼ *Note*

If your script runs a DOS command, make sure the PC you take control of is waiting for a call at the DOS prompt.

Also, if you plan to run this as an unattended script, make sure the other PC's security settings include the Auto-Login feature. With Auto-Login, you can allow the unattended PC to take control of *your PC —and still have password protection. See chapter 5,* Setting Commute Options, *for details.*

2. From DOS, type

   ```
   COMMUTE filename Enter
   ```

   Script files have a .CSF extension, but you don't need to type it. For example, if your script file is REPORTS.CSF, type

   ```
   COMMUTE REPORTS Enter
   ```

   Commute makes the call, starts a session, and the script takes over to transfer files or carry out DOS commands.

▼ *Note*

While you run an Auto-Call script, your keyboard is automatically locked to make sure accidental keystrokes don't interfere with the execution of the script. Your keyboard becomes active again as soon as the script ends.

Scheduling an Unattended Call

You can run an Auto-Call script at a specified time by using a memory-resident scheduling program called CPSCHED. This feature is helpful if there are specific times during the week when you perform tasks like transferring files or running batch files. If you use a modem, you can schedule scripts to run at night, when telephone costs are lower.

☐ **To load the Commute scheduler automatically:**

- Add this command to your AUTOEXEC.BAT file:

  ```
  CPSCHED Enter
  ```

  Now each time you start your PC, the scheduling program is loaded into memory.

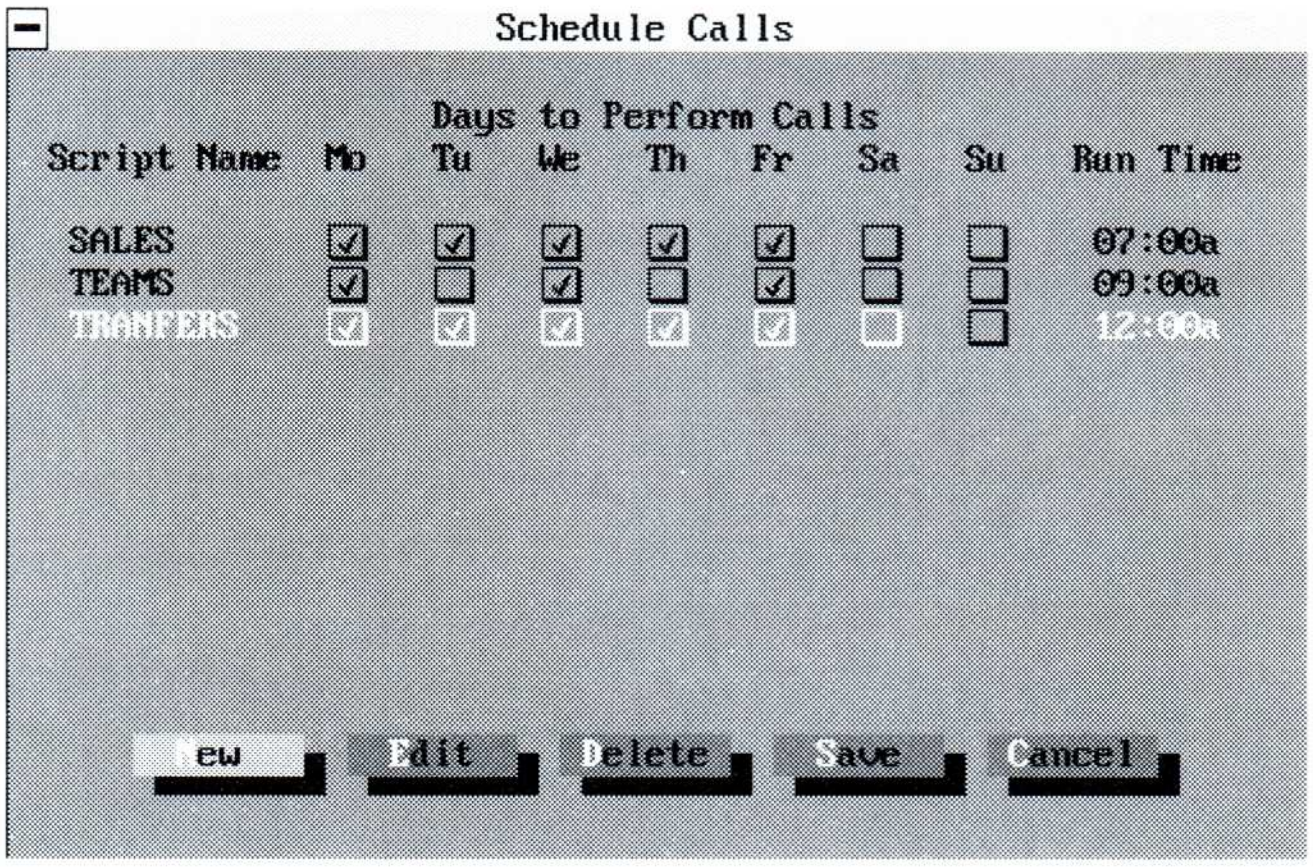
▼ *Note*

If you run PC Tools Desktop Manager memory-resident (with the `DESKTOP /R` *command in your AUTOEXEC.BAT file), you don't need to load CPSCHED. When resident, Desktop Manager runs scheduled scripts.*

☐ **To schedule a call:**

1. Choose **Schedule Calls** from the Configure menu.

   The Schedule Calls dialog box appears.



Schedule Calls

	Days to Perform Calls							
Script Name	Mo	Tu	We	Th	Fr	Sa	Su	Run Time
SALES	☑	☑	☑	☑	☑	☐	☐	07:00a
TEAMS	☑	☐	☑	☐	☑	☐	☐	09:00a
TRANFERS	☑	☑	☑	☑	☑	☐	☐	12:00a

New: This command adds a new entry to the list. You can then enter a script name and when to run it.

Edit: This command changes the selected entry.

Delete: Select an entry, then choose this command to delete the entry from the list.

Save: Choose Save to save the list and returns to the Call Manager window.

Cancel: This command closes the dialog box without saving changes.

2. Choose **New** to make a new scheduled item.
3. Enter the name of the script file you want to use.
4. Select the days you want this script to run.
5. Enter the time you want the Commute session to start.

   You can enter the time as 05:00p or in the international format as 17:00.

6. Choose **OK**, then choose **Save**.

   Commute saves this scheduling information in the file COMMUTE.TM.

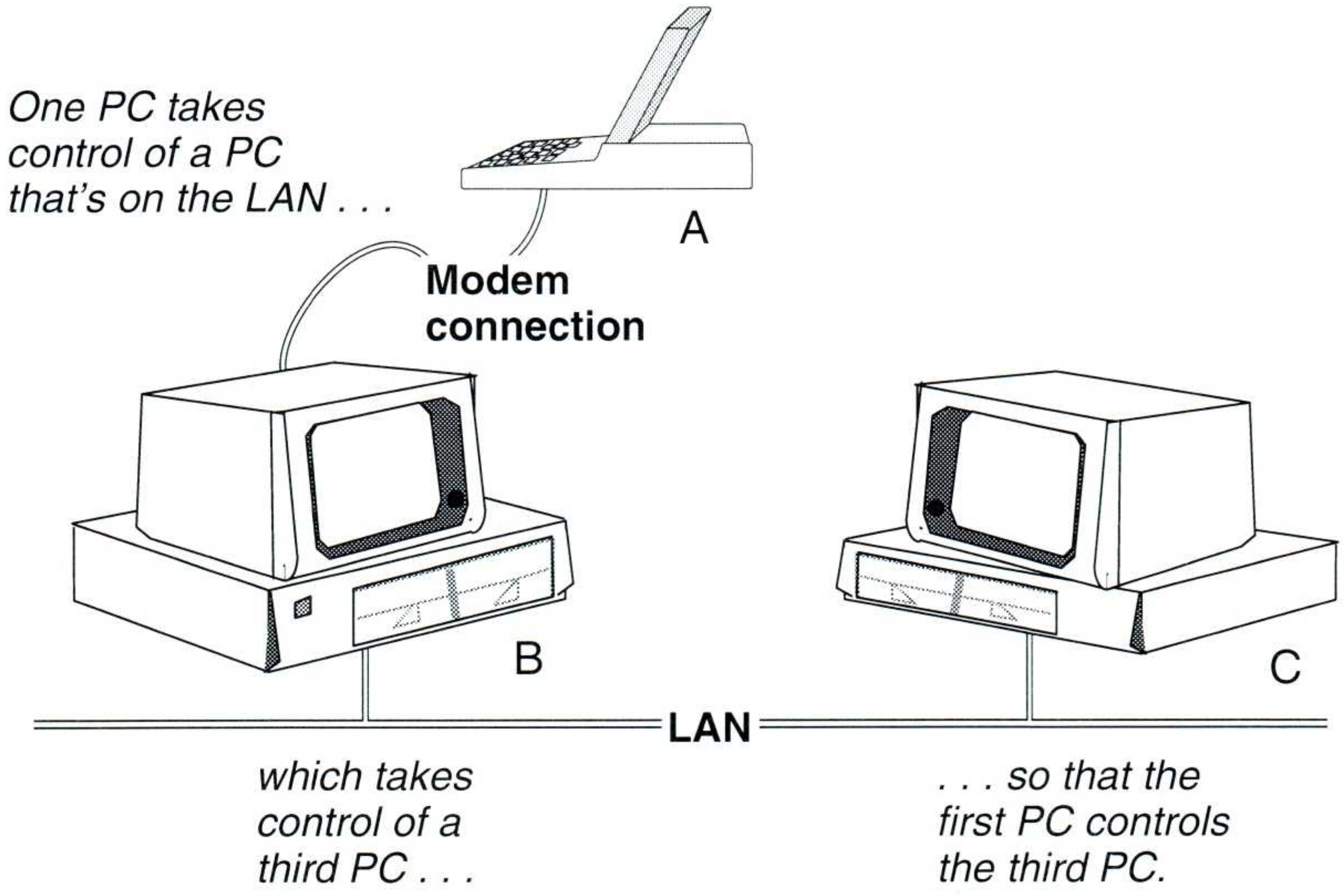
If your PC has the CPSCHED.EXE program memory-resident, and the other PC has Commute waiting for a call, then at the specified time your script will be carried out.

8. Running a Gateway Commute Session

This chapter assumes that you are already familiar with Commute and know how to use the Session Manager functions.

There are some situations where you may need to run two Commute sessions simultaneously. For example, you may want to access a PC on the network from home, but the PC doesn't have a modem. However, you do have access to another PC on the network that does have a modem. Using Commute, you can call the PC with the modem, and from there call the other PC on the LAN.

In a gateway session, computer A takes control of B, which takes control of C. That way, computer A controls computer C. Computer B acts as a gateway between the other two PCs during this session. For example,



One PC takes control of a PC that's on the LAN . . .
A
Modem connection
B
C
LAN
which takes control of a third PC . . .
. . . so that the first PC controls the third PC.

In the example above, you can call in by modem from home (A) and take control of B (which also has a modem), then call out over the LAN from B to take control of your office computer (C).

Commute allows a gateway session with any combination of connection types except a modem session with another modem session. You can use any of the following combinations of connection types in a gateway session:

- Modem and LAN
- LAN and LAN
- Direct connection and LAN
- Direct connection and direct connection
- Modem and direct connection

❑ To start a gateway Commute session:

1. Before calling from the first PC (your PC), make sure the second PC (the gateway) and the third PC (the one you eventually want to control) are waiting for a call.
2. Start a Commute session as you normally would, taking control of the second PC.
3. While controlling the gateway PC from your PC, start Commute on it.

   The Call Manager window appears on the gateway PC's screen and is reflected on your PC.
4. Choose **Hotkey** from the Configure menu to change the hotkey on the gateway PC.

   The hotkey should be different from your PC's hotkey so that you can use the two Session Managers separately.
5. Using Commute on the gateway PC (controlling it from your PC), call and take control of the third PC.

❖ *Tip*

This process could be automated by a pair of Auto-Call scripts: a script on the first PC that calls and takes control of the second, and a script on the second PC that calls and takes control of the third PC. See chapter 7, Automating a Commute Session, *for details on creating a script.*

Using the PCs in a Gateway Session

Now you're controlling the third PC from your first PC, with the second PC acting as a gateway. Everything that happens on the third PC's screen appears on the middle PC, and from there it is passed to your PC.

As in a normal Commute session, you can press your hotkey to open the Session Manager. But you have another possibility now: you can press the ***second*** PC's hotkey to see ***its*** Session Manager window. Then if you choose Look at Your PC, you'll be looking at the second PC's files.

In this way, you can work with any of the three PCs when calling from the first PC. And by a two-step process, you can copy files between the first and third PCs by using the second PC as a temporary holding place.

Chatting in a Gateway Session

When you need to communicate with the user at one of the other PCs, you can use the Chat window. If you (at the first PC) want to chat with another PC, you need to press your own hotkey to chat with the second PC, or press the second PC's hotkey to chat with the third PC.

☐ **To chat with the second PC:**

1. Press your hotkey (the first PC's hotkey) to open the Session Manager.
2. Choose **Chat with Other PC**.

   The chat window appears on your PC and the second PC.

☐ **To chat with the third PC:**

1. Press the second PC's hotkey to open the Session Manager.
2. Choose **Chat with Other PC**.

   The chat window appears on all three PC's.

Ending a Gateway Session

Because you actually have two sessions going on at once, you need to end both of them when you've finished.

☐ **To end the two Commute sessions:**

1. Press the second PC's hotkey to open the Session Manager.
2. Choose **End the Session**.

   The third PC is now disconnected from the second PC.
3. Press the first PC's hotkey to open the Session Manager.
4. Choose **End the Session**.

   The first PC is now disconnected from the second PC, and the session is over.

9. Using the Call and Give Control Feature

Normally, the person who calls the other PC takes control of it. You can also set up the PCs so that one PC calls to ***give*** control. Suppose you call Central Point Software to get technical support and the technician needs to take over your PC to solve a problem. In this case, you give control of your PC to a technical support representative.

In order to call and give control of your PC to another PC user, you need to load Commute into memory. Then the Call and Give Control button becomes available in the Call Manager.

☐ To call and give control of your PC to someone:

1. Make sure the other PC is waiting for a call.

   See chapter 2, *Waiting for a Call*, for details.

2. Start Commute, then choose **Wait for Any Caller**.

   Commute loads itself into memory and returns to DOS.

3. Press the hotkey (normally Alt R-Shift) to return to Commute.

   The Call Manager window appears.

4. Choose **Call and Give Control**.

   The Give Control list appears.

5. Select a PC from the list, then choose **OK**.

   Commute places the call and announces who is calling. If the call is accepted, a dialog box tells you the session is about to begin. The other PC user then takes control of your PC, using it as if at the keyboard with you.

Part 4

Reference

This chapter covers technical information about Central Point Commute. *Technical Information* gives details on video graphics standards, use of extended or expanded memory, and TSR (memory-resident) programs. *Command-Line Options* summarizes all of the command-line options you can use to start Commute from the DOS prompt or in your AUTOEXEC.BAT file. *Troubleshooting* gives suggestions for solving common problems. If those suggestions don't help, you can call Central Point Software Technical Support. The telephone and fax numbers are in the *Getting Started* manual.

Part 4 contains these chapters:

- *Technical Information*
- *Command-Line Options*
- *Troubleshooting*
- *Index*

10. Technical Information

This chapter covers basic information about video graphics standards, Commute's use of high memory, and working with other memory-resident or TSR (terminate-and-stay-resident) programs.

System requirements are discussed in the *Getting Started* manual.

Video Standards

Commute automatically translates between differing video standards (CGA, EGA, VGA, and monochrome). Sometimes Commute has to shrink a screen image, however, because you may not have the proper hardware to duplicate the other PC's screen.

For example, if your PC has a CGA screen and you take over a PC with a VGA screen, a graphics program like Windows looks slightly distorted. The reason is that Commute has to take 480 lines of video information (VGA) on the other screen and translate it into just 200 lines (CGA) on your screen. The Screen Options command allows you to adjust this incoming video information when you take control of another PC. See "Screen Options" in chapter 4, *Working in a Commute Session.*

Memory Management

Commute will automatically load itself into the upper memory blocks of RAM between 640K and 1M instead of using conventional memory (0K to 640K). This requires that you have a memory manager such as QEMM or 386MAX.

For buffers and swap files, Commute can also take advantage of expanded memory, driver version 4.0 or higher; or extended memory (XMS), driver version 2.0 or higher. If you have an earlier version (or none), Commute uses conventional memory only.

Saving Memory with COMMSML

COMMSML is a version of Commute that uses a smaller portion of conventional memory when resident. If you want to set up Commute on your PC to wait for a call, but you don't have any upper memory blocks or very much free conventional memory, use COMMSML.

COMMSML uses more memory when a call is answered, but when the session is over, returns to its smaller state.

COMMSML is copied to your disk during installation along with the other Commute files.

You can use COMMSML under the same circumstances you would use Commute waiting for a call (as described throughout the manual). For example,

- From DOS, type

  `COMMSML` Enter

  The Call Manager appears. Choose **Wait for Any Call**.

  or

  `COMMSML /R` Enter

  Commute loads itself memory-resident to wait for a call, as if you had chosen **Wait for Any Call** from the Call Manager.

▼ *Note* *COMMSML removes any applications currently active when a call is received. These applications will not be available during the Commute session. When the session is finished, these applications will be restored.*

TSR Programs

TSR (terminate-and-stay-resident) programs are memory-resident programs like Commute or PC Tools' PC Shell that are loaded into memory and can be called up from another application by pressing a hotkey. When you wait for a call, Commute is loaded into memory as a TSR.

For example, on your office PC, load Commute into memory by waiting for a call. Then load PC Shell (with the /R command-line option so that it is resident). Go home and call the office PC, establishing a Commute session in which the home PC is controlling the office PC. From home, you can press PC Shell's hotkey (Ctrl Esc) to invoke PC Shell and use any of Shell's functions remotely.

You can use other TSRs during a Commute session. However, there are a few simple guidelines to follow for their use:

- Do not load a TSR during a Commute session. Hotkeying into a TSR is done *after* it is loaded into memory.
- Use TSRs on the PC waiting for a call in the following order:
  1. Network drivers and other device drivers
  2. Commute (waiting for a call)
  3. Other TSRs (for example, PC Shell)

⚠ *Make sure you load your network software* before *having Commute wait for a call. If you load your network software after Commute, you may have difficulty trying to access the network.*

There is more information about TSRs in the *Getting Started* manual.

11. Command-Line Options

As you become more familiar with Central Point Commute, you can specify options from the DOS command line. These provide a faster way of changing your configuration without selecting the options individually in the program. If you often call two branch offices that use different security settings, for example, you could make a batch file for each that includes the appropriate options.

```
COMMUTE   [script file name] [/AL=on] [BR=n]
          [/BT=on] [/CP=n] [/CT=type]
          [/DPW=password] [/DR=a] [/IA=n] [/IN]
          [/L=a] [/LK=on] [/MA=string] [/MD=string]
          [/MH=string] [/MI=string] [/NA=name] [/NE]
          [/NL] [/NU] [/PR=on] [/R] [/RL] [/RG]
          [/RGL] [/RT] [/U]
```

You may use as many parameters as you wish, up to 128 characters (a DOS limitation). However, contradictory combinations are not allowed. For example, `/R` (which loads Commute into memory to wait for a call) is not compatible with `/U` (which unloads Commute from memory). The brackets are not part of the parameter and should not be typed. Leave a space between each specified option.

For a list of the command-line options that control display, mouse, and keyboard settings, see the *Getting Started* manual.

/?	Displays an online description of these command-line options.
filename	Starts a Commute session by using the specified Auto-Call script file. You don't need to type the .CSF extension after the file name. For example, to use your ASLFILES.CSF script, type `COMMUTE ASLFILES` Enter
/AL=ON or OFF	Turns the Record Activity setting for the activity log on or off.
/BR=*n*	Sets the baud rate to the number you specify, where *n* is one of the allowable rates: 1200, 2400, 4800, 9600, 19200, 38400, 57600 or 115200.
/BT=ON or OFF	Allows (ON) or doesn't allow (OFF) the controlling PC user to reboot your PC during a Commute session. To keep the other user from rebooting your PC, type

	`COMMUTE /BT=OFF` Enter
/CF	Configure option. Commute goes through the configuration process as if starting for the first time.
/CP=*n*	Sets the COM port to COM *n*, where *n* is 1, 2, 3, or 4. For example, to use a modem connected to COM3, type `COMMUTE /CP=3` Enter
/CT=M or D or L	Sets the connection type to M for modem, D for direct connection, or L for LAN (local area network). For example, to set your connection type to LAN, type `COMMUTE /CT=L` Enter
/DPW=*password*	Sets the default password to the word you enter (up to 10 characters). Leaving the password blank after the equal sign (=) is the same as turning off the Default Password option. For example, to set your default password to "JOAN", type `COMMUTE /DPW=JOAN` Enter To turn off the default password option by making it blank, type `COMMUTE /DPW=` Enter
/DR=A or B or AB or N	Specifies which of your floppy drives the controlling PC is allowed to use during a session: A for drive A:, B for drive B:, AB for both, or N for none.
/IA=*n*	Sets the inactivity timeout period for automatic disconnect in minutes, from 0 to 60. Set the option to 0 for no automatic disconnect.
/L=A or M	Selects the Auto-Login option (A) or Manual Login option (M).
/LK=ON or OFF	Allows (ON) or doesn't allow (OFF) the controlling PC to lock your keyboard during a Commute session. In Commute, choose **Security** from the Configure menu to see the current setting.
/MA=*string*	Sets the modem answer string. If this or another modem command string includes a space, enclose the entire string in quotation marks (" "). For example, to set the answer string to AT S0=2^M, type `COMMUTE /MA="AT S0=2^M"`
/MD=*string*	Sets the modem dial string.
/MH=*string*	Sets the modem hangup string.
/MI=*string*	Sets the modem initialization string.

`/NA=`*`name`*	Sets the Commute user name.
`/NE`	No expanded memory. With this option, Commute doesn't take advantage of expanded memory for buffers or swap files.
`/NL`	No LAN. Doesn't load the LAN driver portion of Commute into memory. Use this option if you're not using a LAN connection and want to conserve about 4K of memory.
`/NU`	No upper memory blocks. Doesn't load Commute into the upper memory blocks (between 640K and 1M in RAM). Use this option if you want to save that memory for another program.
`/PR=ON or OFF`	Allows (ON) or doesn't allow (OFF) the controlling PC to use your printer during a Commute session.
`/R or /RL`	Loads Commute memory-resident to wait for a call—you'll be ready to *give* control to, or *take* control of, a PC that calls in. This is the same as choosing **Wait for Any Caller** in the Call Manager. A PC user who chooses **Call and Take Control** can take control of your PC, and a user who chooses **Call and Give Control** can give control to your PC. Adding an L to the option (/RL) is the same as choosing **Wait from Call List** in the Call Manager.
`/RG or /RGL`	Goes memory-resident to wait for a call, ready to give control to a PC that calls in. This is the same as choosing **Wait for Any Caller** in the Call Manager. Add an L to the option (/RGL) to wait only for callers that are in your Give Control list. This is the same as choosing **Wait from Call List**, except that a PC user cannot call and *give* control to you.
`/RT`	Loads Commute memory-resident to wait for a call, ready to take control of a PC that calls in. Any PC user who chooses **Call and Give Control** can connect with your PC and give control to you.
`/U`	Stops waiting for a call and unloads Commute from memory, along with any other memory-resident programs loaded after Commute. This is the same as choosing **Unload from Memory** from the File menu.

12. Troubleshooting

This chapter contains possible solutions to problems you may encounter while using Commute. Because telecommunications and remote-control computing are complicated, a variety of common problems can come up. The most common is improperly connected modems, cables, and networks. If you can't connect with another PC, first check your cables, modem, or LAN connection.

If you can't find a solution, you can call our technical support line. See the *Technical Support* chapter of the *Getting Started* manual for details.

▼ *Important*

Before you call for technical support, please check to see if the problem you are experiencing is discussed in this chapter.

Modem or Direct Connection

Commute doesn't dial, or a message says there is no answer from the modem.

This problem generally means that data is not reaching your modem. Several things could cause this problem:

- *Cause:* Your connection type setting may be incorrect.

  Solution: Change the connection type setting to Modem.
- *Cause:* The COM port setting in Commute may be incorrect.

  Solution: Change Commute's COM port setting to the port your modem is attached to.
- *Cause:* The modem or cables may not be connected properly.

  Solution: If your modem is an internal modem, check to make sure the modem is seated properly in its expansion slot. If the modem is external, check the serial cable connection at both the PC end and the modem end. Check the telephone cord connection. Make sure the modem power switch is on.
- *Cause:* The baud rate setting in Commute may be incorrect.

  Solution: The baud rate setting should be the same as your modem speed (2400, for example) in most cases. If your modem uses data compression, the baud rate should be what your modem manual gives as the DTE/DCE or computer-to-modem rate.

- *Cause:* You may have a conflict in the IRQ or base port address settings of your COM port.

  Solution: Commute uses these default settings:

  COM1: IRQ=4, base port address=03F8h
  COM2: IRQ=3, base port address=02F8h
  COM3: IRQ=4, base port address=03E8h
  COM4: IRQ=3, base port address=02E8h

  For a PS/2, Commute automatically switches to these default settings for COM3 and COM4:

  COM3: IRQ=3, base port address=3220h
  COM3: IRQ=3, base port address=3228h

  If your COM port uses a different IRQ and base address, edit Commute's setting for that COM port. Choose COM Port from the Configure menu, then choose Edit and enter the new values.

- *Cause:* The modem setting in Commute may be incorrect.

  Solution: If your modem brand is not listed in the Modem List, choose the Hayes or Hayes-compatible option with your modem's speed. If your modem uses data compression and is not listed in the Modem List, see "Selecting a Modem" in chapter 5, *Setting Commute Options.*

The modem dials, but no connection is made.

This problem has several possible causes:

- *Cause:* The other PC may not be waiting for a call.

  Solution: Make sure the PC you're calling has Commute installed and is memory-resident (waiting for a call).

- *Cause:* The other PC may not be waiting for a *modem* call.

  Solution: Check the connection type on the other PC. It should be set to Modem.

- *Cause:* You may have the wrong number.

  Solution: Check to make sure the line you are dialing is connected to a modem and isn't a voice or fax line.

- *Cause:* Access numbers may be missing from the phone number.

  Solution: Make sure you enter any access numbers required for an outside line or long-distance number.

- *Cause:* Telephone line noise could be preventing a good connection.

  Solution: Call again later.

The other PC doesn't respond in a direct connection.

This problem has several possible causes:

- *Cause:* The other PC may not be waiting for a call.

  Solution: Make sure the PC you're calling has Commute installed and is memory-resident (waiting for a call).
- *Cause:* Your connection type setting may be incorrect.

  Solution: Change the connection type setting to Modem.
- *Cause:* The COM port setting in Commute may be incorrect.

  Solution: Change Commute's COM port setting to the port your modem is attached to. See COM port settings table above if you need to change the IRQ or base port address for a COM port.
- *Cause:* The modem or cables may not be connected properly.

  Solution: Ask your computer dealer if your cable is a full null-modem cable. Make sure the cable is securely fastened to the serial port at each PC.

Memory and Files

A "not enough memory" error message appears.

Cause: Commute needs more memory to load resident, start a session, or transfer files.

Solution: Free up memory by removing TSRs (terminate-and-stay-resident, or memory-resident programs). Do this by typing `REM` in front of commands that load memory-resident programs in your AUTOEXEC.BAT file.

A program file could not be found.

Cause: A necessary Commute file is not in the proper directory.

Solution: Commute uses three types of files: an executable file (COMMUTE.EXE, which you can run from the DOS command-line), other necessary system files (COMMUTE.OVL or COMMUTE.HLP), and user-created files (COMMUTE.CSF or COMMUTE.TM).

When you run Commute, the program first looks for user-created files in the \DATA subdirectory. If not found, it looks in the directory from which Commute was executed. Commute similarly looks for its system files in the \SYSTEM subdirectory, and if not found, in the directory from which Commute was executed.

Make sure you have installed your Commute files accordingly.

Please see the *Getting Started* manual for a list of the necessary files and information about running Commute on a network.

During a Session

Your call is rejected.

Cause: Commute expects a different caller.

Solution: The easiest solution is to have the other PC user wait for any caller. If the other PC was waiting from the call list, make sure your Commute user name is in the other user's Give Control list. If the other PC was waiting for a single caller, make sure the other PC user selected your Commute user name from the Give Control list after choosing **Wait for One Caller**.

The password you enter is rejected.

Cause: Commute expects a different password.

Solution: Make sure you entered the password correctly. Check the password in the other PC's Give Control list. If the Password box is blank or if the other PC was waiting for *any* caller, you need to use the default password, which is found in the security settings (choose **Security** from the Configure menu).

A message says there is an Invalid drive or pathname during a file transfer.

Cause: The file or directory you specified doesn't exist, isn't in the specified directory, or was spelled incorrectly.

Solution: If the file is on the other PC, use the DIR command at the DOS prompt to locate it. If the file is on your PC, choose **Look at Your PC** from the Session Menu and then use the DIR command to locate it. If the directory does not exist, transfer the file to a directory that *does* exist.

The directory you're transferring the files into (the path name that you entered in the file transfer dialog box) must already exist. However, if you have selected the Include Subdirectories option in the file transfer dialog box, then any underlying subdirectories are created for you automatically.

Hotkey

You can't remember the Commute hotkey.

Solution: Try the default hotkey, Alt R-Shift. If this doesn't work, end the Commute session by rebooting (press Ctrl Alt Del). After you confirm your choice, Commute reboots the other PC. Then start Commute and choose **Hotkey** from the Configure menu to see what your current hotkey is.

During a session, another program doesn't respond to a keystroke combination.

Cause: The key combination may conflict with Commute's hotkey.

Solution: End the Commute session by pressing the hotkey and choosing **End the Session**. Then start Commute and change the hotkey in Commute by choosing **Hotkey** from the Configure menu.

You cannot determine which PC screen you're seeing.

Cause: Working with different PCs from your own can be disorienting.

Solution: If the Scroll Lock light on your keyboard is blinking, then you are in a Commute session and have given control to another PC. You can also press the hotkey to orient yourself:

- If the Session Manager appears, then you've taken control of another PC.
- If the Chat window appears, you've given control of your PC to someone else.
- If the Call Manager window in Commute appears, then Commute is memory-resident waiting for a call, but you're not in a session.
- If nothing happens, then Commute is not memory-resident and you're not in a Commute session.

Windows

File transfer and Chat don't work in Windows, or

Commute doesn't answer a call in Windows.

Cause: You may be missing the Windows TSR Manager.

Solution: Reinstall Commute. When you do, the WNTSRMAN.EXE file is copied into your Windows directory, where it works in the background to handle file transfer and the Chat window when you've given control to another PC.

The keyboard or mouse doesn't work in Windows.

Cause: The proper keyboard driver is missing or not installed.

Solution: Commute automatically switches to an enhanced keyboard and mouse driver when you start Windows in a session. On the PC that will be running Windows, make sure you have the COMMKBD.DRV and COMMMOU.DRV files in the System subdirectory of the Windows directory. The COMMUTE.386 file should be in the directory where Commute is installed.

If you installed Windows after installing Commute, you should reinstall Commute. The installation program changes your Windows SYSTEM.INI file to replace MOUSE.DRV with COMMMOU.DRV and replace KEYBOARD.DRV with COMMKBD.DRV.

If you have an Olivetti or Hewlett-Packard PC that requires a special driver to work with Windows, you need to have COMMOLI.DRV (for an Olivetti PC) or COMMHPV.DRV (for a Hewlett-Packard PC) in place of COMMKBD.DRV in the SYSTEM.INI file.

Windows takes a long time to load during a Commute session.

Cause: Your connection isn't fast enough.

Solution: If your connection is by modem, get modems with higher baud rates at both ends of the connection. The fastest way to use Windows during a Commute session is a Novell NetWare LAN connection or a direct connection.

Windows runs slowly in a Commute session.

Cause: The screen options need to be adjusted.

Solution: To speed up the response time, you can change how often Commute refreshes the image on your screen or how much color information is sent from the other PC. To do this, see "Screen Options" in chapter 4, *Working in a Commute Session.*

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